Welcome to

CPARS

Contractor Performance Assessment Reporting System

Reports Training

Agenda

- ✓ Status Report
- ✓ To-Do List
- ✓ Auto Register Report
- ✓ Dashboard
- ✓ Evaluation Metrics Report
- ✓ Ratings Metrics Report
- ✓ Processing times Report

Status Report

Common Uses for the Status Report

- ✓Determine Where an Evaluation is in the Workflow Process
- ✓Determine Who is Assigned to an Evaluation
- ✓Determine When an Evaluation is Due
- ✓Determine When a Contract is Due for an Evaluation
- ✓Use Activity Log to Determine Which Actions Were Taken on an Evaluation by Whom and When
- ✓Add Notes to an Evaluation
- ✓View an Evaluation
- ✓Run Counts to Develop Metrics

The Status Report is an excellent tool to assist in monitoring and planning the CPARS workload.

Status Report Characteristics

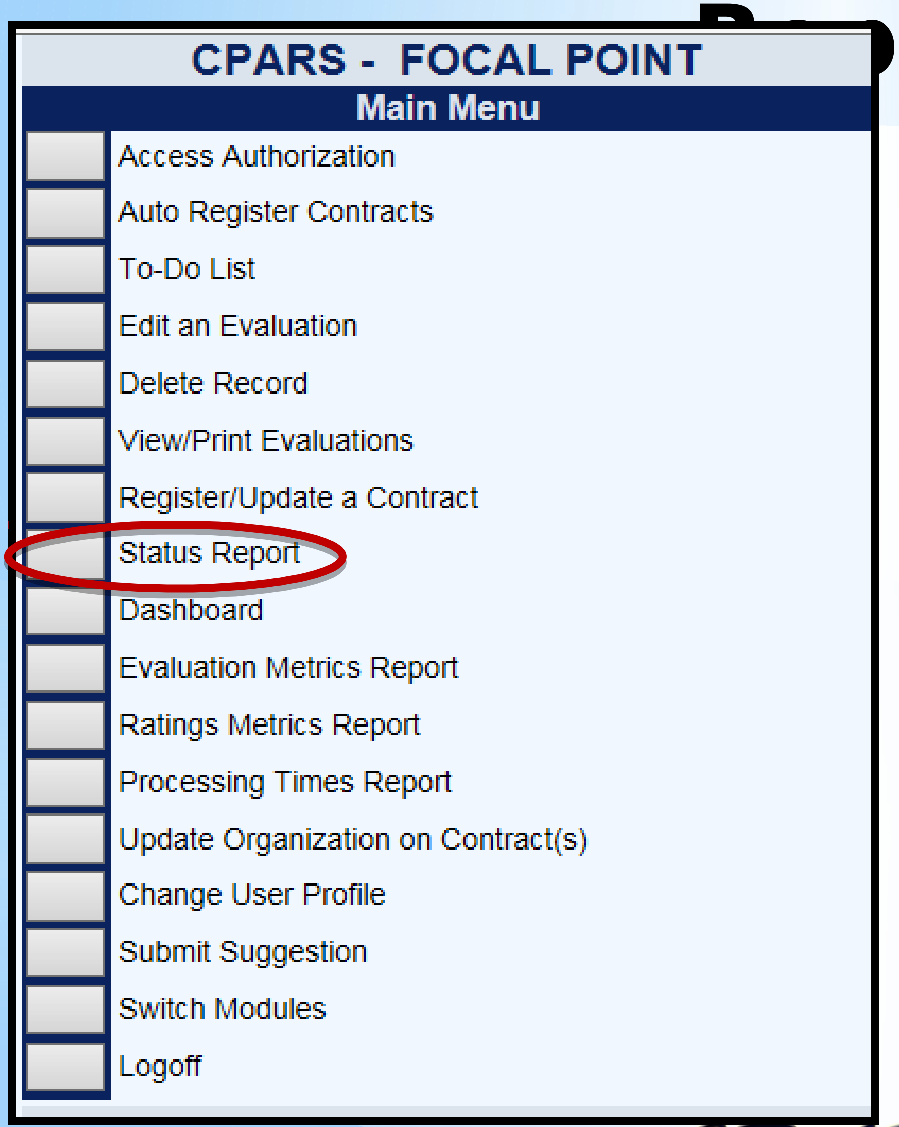
- ✓ **Department Point of Contact (DPOC):** Displays all records (except archived) for entire agency.
  - Example: VA DPOC sees all VA records.
  - Record must at least be in Registered Status.
- ✓ **Agency Point of Contact (APOC):** Displays all records (except archived) for organizations to which the APOC is assigned.
  - Example: APOC Assigned to VA SAO Central HQ sees evaluations with an organization of VA SAO Central HQ.
  - Record must at least be in Registered Status.

Status Report Characteristics

- ✓ **Focal Point/Alternate Focal Point (FP/AFP):** Displays all records (except archived) which the FP/AFP has Registered.
- ✓ **Assessing Official Rep (AOR), Assessing Official (AO), Contractor Rep (CR), Reviewing Official (RO):** Displays all records (except archived) to which the user is assigned access.
  - Record must be Registered

CPARS
Contractor Performance Assessment Reporting System

Running the Status Report



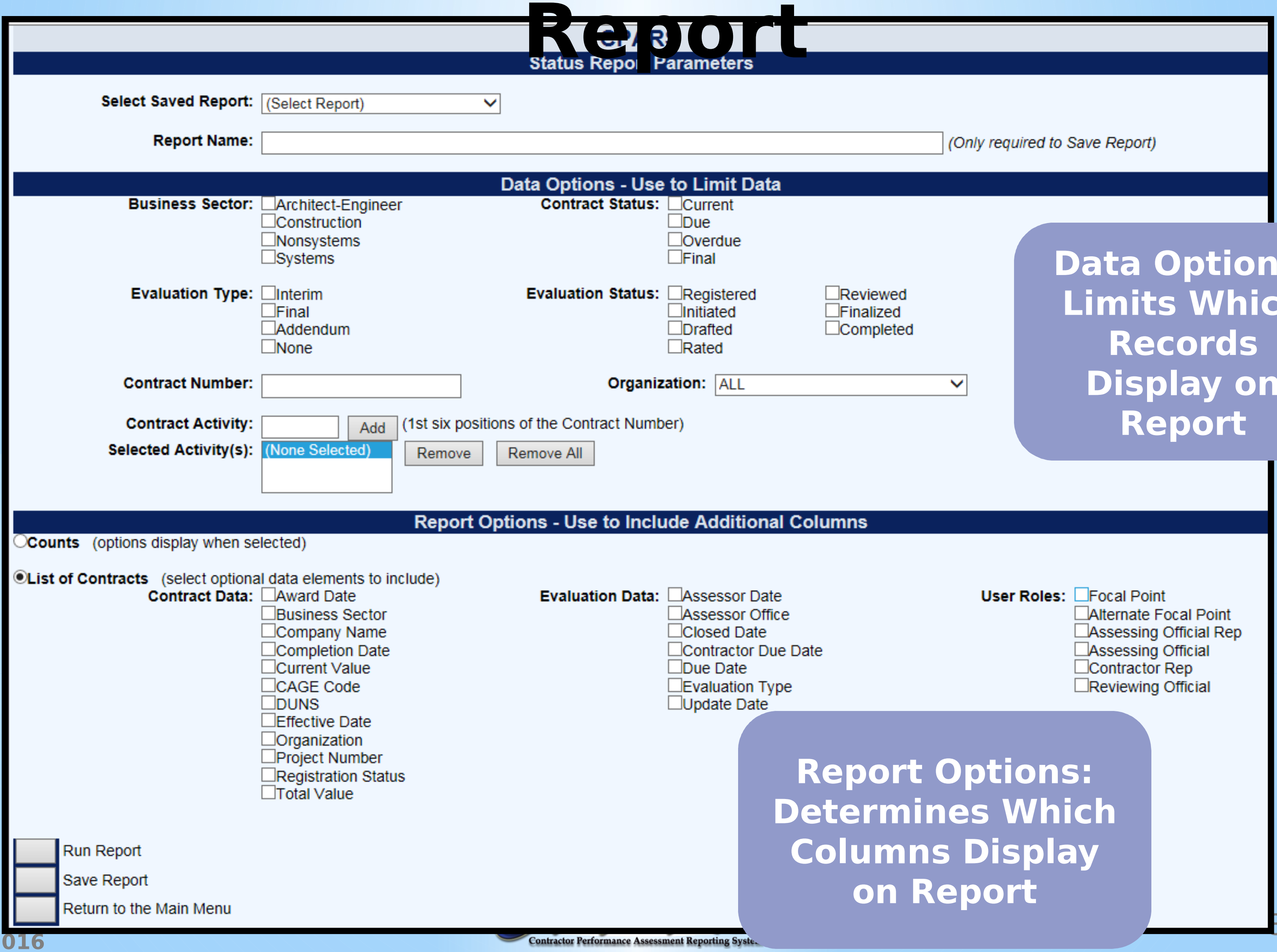
CPARS - FOCAL POINT

Main Menu

- ☐ Access Authorization
- ☐ Auto Register Contracts
- ☐ To-Do List
- ☐ Edit an Evaluation
- ☐ Delete Record
- ☐ View/Print Evaluations
- ☐ Register/Update a Contract
- ☐ Status Report
- ☐ Dashboard
- ☐ Evaluation Metrics Report
- ☐ Ratings Metrics Report
- ☐ Processing Times Report
- ☐ Update Organization on Contract(s)
- ☐ Change User Profile
- ☐ Submit Suggestion
- ☐ Switch Modules
- ☐ Logoff

At Main Menu, Select Status Report

Running the Status Report



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Status Report Parameters

Select Saved Report: (Select Report)

Report Name: _______ *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector:
- ☐ Architect-Engineer
- ☐ Construction
- ☐ Nonsystems
- ☐ Systems

Contract Status:
- ☐ Current
- ☐ Due
- ☐ Overdue
- ☐ Final

Evaluation Type:
- ☐ Interim
- ☐ Final
- ☐ Addendum
- ☐ None

Evaluation Status:
- ☐ Registered
- ☐ Initiated
- ☐ Drafted
- ☐ Rated
- ☐ Reviewed
- ☐ Finalized
- ☐ Completed

Contract Number: _______

Organization: ALL

Contract Activity: _______ Add (1st six positions of the Contract Number)

Selected Activity(s): (None Selected) Remove Remove All

Report Options - Use to Include Additional Columns

○ **Counts** (options display when selected)

● **List of Contracts** (select optional data elements to include)

Contract Data:
- ☐ Award Date
- ☐ Business Sector
- ☐ Company Name
- ☐ Completion Date
- ☐ Current Value
- ☐ CAGE Code
- ☐ DUNS
- ☐ Effective Date
- ☐ Organization
- ☐ Project Number
- ☐ Registration Status
- ☐ Total Value

Evaluation Data:
- ☐ Assessor Date
- ☐ Assessor Office
- ☐ Closed Date
- ☐ Contractor Due Date
- ☐ Due Date
- ☐ Evaluation Type
- ☐ Update Date

User Roles:
- ☐ Focal Point
- ☐ Alternate Focal Point
- ☐ Assessing Official Rep
- ☐ Assessing Official
- ☐ Contractor Rep
- ☐ Reviewing Official

Run Report

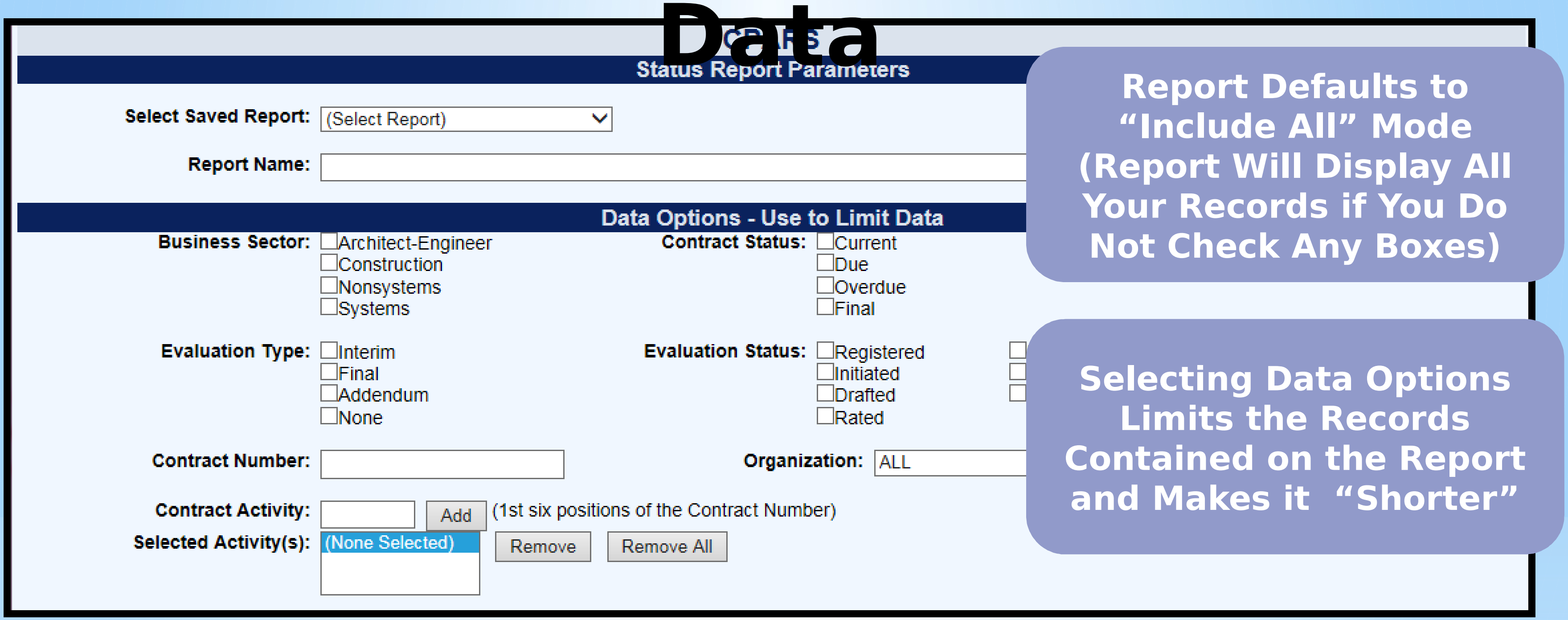
Save Report

Return to the Main Menu

Data Options: Limits Which Records Display on Report

Report Options: Determines Which Columns Display on Report

Data Options – Use to Limit Data



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Status Report Parameters

Select Saved Report: (Select Report)

Report Name:

Data Options - Use to Limit Data

Business Sector: ☐Architect-Engineer ☐Construction ☐Nonsystems ☐Systems

Contract Status: ☐Current ☐Due ☐Overdue ☐Final

Evaluation Type: ☐Interim ☐Final ☐Addendum ☐None

Evaluation Status: ☐Registered ☐Initiated ☐Drafted ☐Rated

Contract Number:

Organization: ALL

Contract Activity: (1st six positions of the Contract Number)

Selected Activity(s): (None Selected)

Report Defaults to "Include All" Mode (Report Will Display All Your Records if You Do Not Check Any Boxes)

Selecting Data Options Limits the Records Contained on the Report and Makes it "Shorter"

Helpful Hint: If you have a large number of records on your report, it may be helpful to select a limited number of Data Options in order to reduce the number of records returned on the report and thus speed up performance.

Data Options – Use Limit Data

- ✓Business Sector
  - Architect-Engineer
  - Construction
  - Non-Systems (i.e. Operations Support, Services, Information Technology)
  - Systems
- ✓Evaluation Type
  - Interim – First evaluation, All Annual Evaluations Except Final
  - Final – Last Evaluation Written at End of Contract or Termination
  - Addendum – Evaluation Written After Final to Assess Close Out, Warranty Performance, Administrative Requirements, etc. (Optional)
  - None – Evaluation Not Started Yet; Contract Only in Registered Status

Data Options – Use to Limit Data

- ✓ Contract Number
  - If There are Orders Under Contract, All Orders Will Display
- ✓ Contract Activity
  - First Six Positions of Contract Number
- ✓ Organization
  - Organizational Unit Within Agency

Data Options – Use to Limit Data

✓Contract Status

- Current – All Required Evaluations Complete at this Time and No More Due Yet
- Due – Latest Evaluation Should be in Process at this Time
  - Evaluation Enters Due Status 120 Days Prior to Due Date
  - Evaluation Remains in Due Status Through Day of Due Date
- Overdue – Latest Evaluation Not Completed by Due Date (i.e. Evaluation not completed within 120 day timeframe)
- Final – Final Evaluation for Contract/Order is Completed; No Further Evaluation will be Due

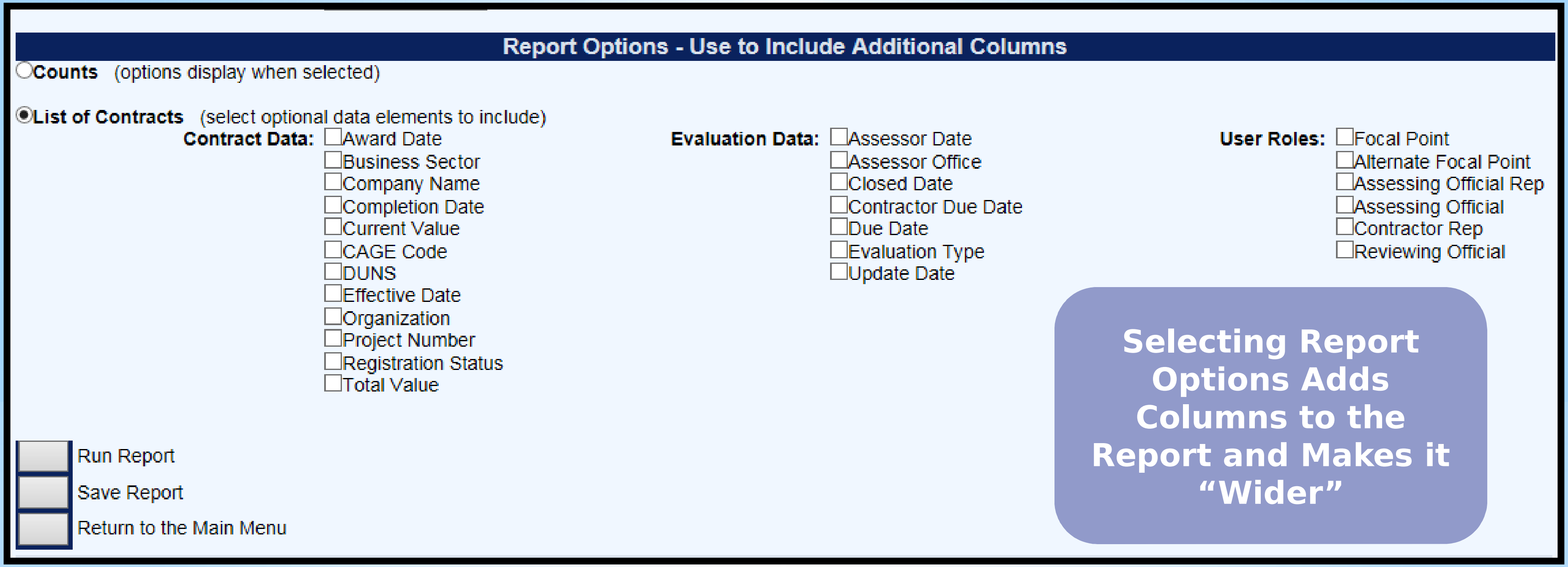
Data Options – Use to Limit Data

✓Evaluation Status

- Registered – The contract is registered, no Evaluations have been initiated.
- Initiated – Waiting for Assessing Official Rep to send to Assessing Official.
- Drafted – Waiting for Assessing Official Signature.
- Rated – Signed by Assessing Official; waiting for Contractor Rep comments.
- Reviewed – Signed by Contractor Rep or Contractor Rep comment period expired; waiting for Assessing Official to finalize.
- Finalized – Ratings finalized; waiting for Reviewing Official comments.
- Completed – The Evaluation has been completed.

Note: While the eval for an individual period of contract/order performance may be completed, that contract/order may still have ongoing performance

Report Options – Use to Include Columns



Report Options - Use to Include Additional Columns

○ **Counts** (options display when selected)

● **List of Contracts** (select optional data elements to include)

Contract Data:
- ☐ Award Date
- ☐ Business Sector
- ☐ Company Name
- ☐ Completion Date
- ☐ Current Value
- ☐ CAGE Code
- ☐ DUNS
- ☐ Effective Date
- ☐ Organization
- ☐ Project Number
- ☐ Registration Status
- ☐ Total Value

Evaluation Data:
- ☐ Assessor Date
- ☐ Assessor Office
- ☐ Closed Date
- ☐ Contractor Due Date
- ☐ Due Date
- ☐ Evaluation Type
- ☐ Update Date

User Roles:
- ☐ Focal Point
- ☐ Alternate Focal Point
- ☐ Assessing Official Rep
- ☐ Assessing Official
- ☐ Contractor Rep
- ☐ Reviewing Official

Selecting Report Options Adds Columns to the Report and Makes it "Wider"

Helpful Hint: In order to have the fastest possible performance, only include the columns you need.

Report Options – Use to Include Columns (Contract Data)

- ✓Award Date
  - Date Contracting Officer Signed the Contract/Order
- ✓Business Sector
  - Architect-Engineer
  - Construction
  - Non-Systems (i.e. Operations Support, Services, Information Technology)
  - Systems
- ✓Company Name
  - As Reported in the Federal Procurement Data System (FPDS)

Report Options – Use to Include Columns (Contract Data)

✓Completion Date

- Date of Final Deliverable, End of Contract/Order Period of Performance, Indefinite Delivery Vehicle (IDV) Last Date to Order in FPDS, or Termination Date

✓Current Value

- Dollar Amount Funded on the Contract/Order to Date

✓DUNS

- As Reported in FPDS

✓Effective Date

- Date Performance Under Contract/Order Actually Began, if Different Than Award Date

Report Options – Use to Include Columns (Contract Data)

- ✓Organization
  - The Organizational Unit within the Agency
- ✓Project Number
  - Entered if Applicable
- ✓Registration Status
  - Within 30 days of the Contract/Order Award Date
  - Over 30 days (# of days after the Contract/Order Award Date that Contract/Order was Registered)
- ✓Total Value
  - Total Dollar Value of Contract/Order Including all Options, Even Those Which Have Not yet Been Exercised

Report Options – Use to Include Columns (Evaluation Data)

✓Assessor Date
- Date AO Signed Evaluation and Sent it to CR

✓Assessor Office
- Organization Listed in AO's Signature Block
- Populated Based on the AO's User Profile

✓Closed Date
- Date the AO or RO Selected the Close Button

✓Contractor Due Date
- 60 Days Following the Date the AO Signed the Evaluation and Sent to the CR

✓Due Date
- Date by Which Evaluation Must be Completed (if Evaluation not completed by Due Date, it will become Overdue)
- 120 Days Following Period of Performance End Date

Report Options – Use to Include Columns (Evaluation Data)

✓Evaluation Type

- Interim – First evaluation, All Annual Evaluations Except Final
- Final – Last Evaluation Written at End of Contract or Termination
- Addendum – Evaluation Written After Final to Assess Close Out, Warranty Performance, Administrative Requirements, etc. (Optional)
- None – Evaluation Not Started Yet; Contract Only in Registered Status

✓Update Date

- Date Evaluation was Last Saved
- Note: If a CPARS Help Desk administrator was the last person to update the record (such as if the FP/AFP requested it to be restatused), the Update Date will reflect the date the change was made by the Help Desk.

Report Options – Use to Include Columns (User Roles)

- ✓User Roles
  - Focal Point
  - Alternate Focal Point
  - Assessing Official Rep
  - Assessing Official
  - Contractor Rep
  - Reviewing Official
- ✓Includes
  - Name
  - Phone Number
  - Email Address
  - Access Granted Date – Date User was Assigned Access to Specific Contract/Order

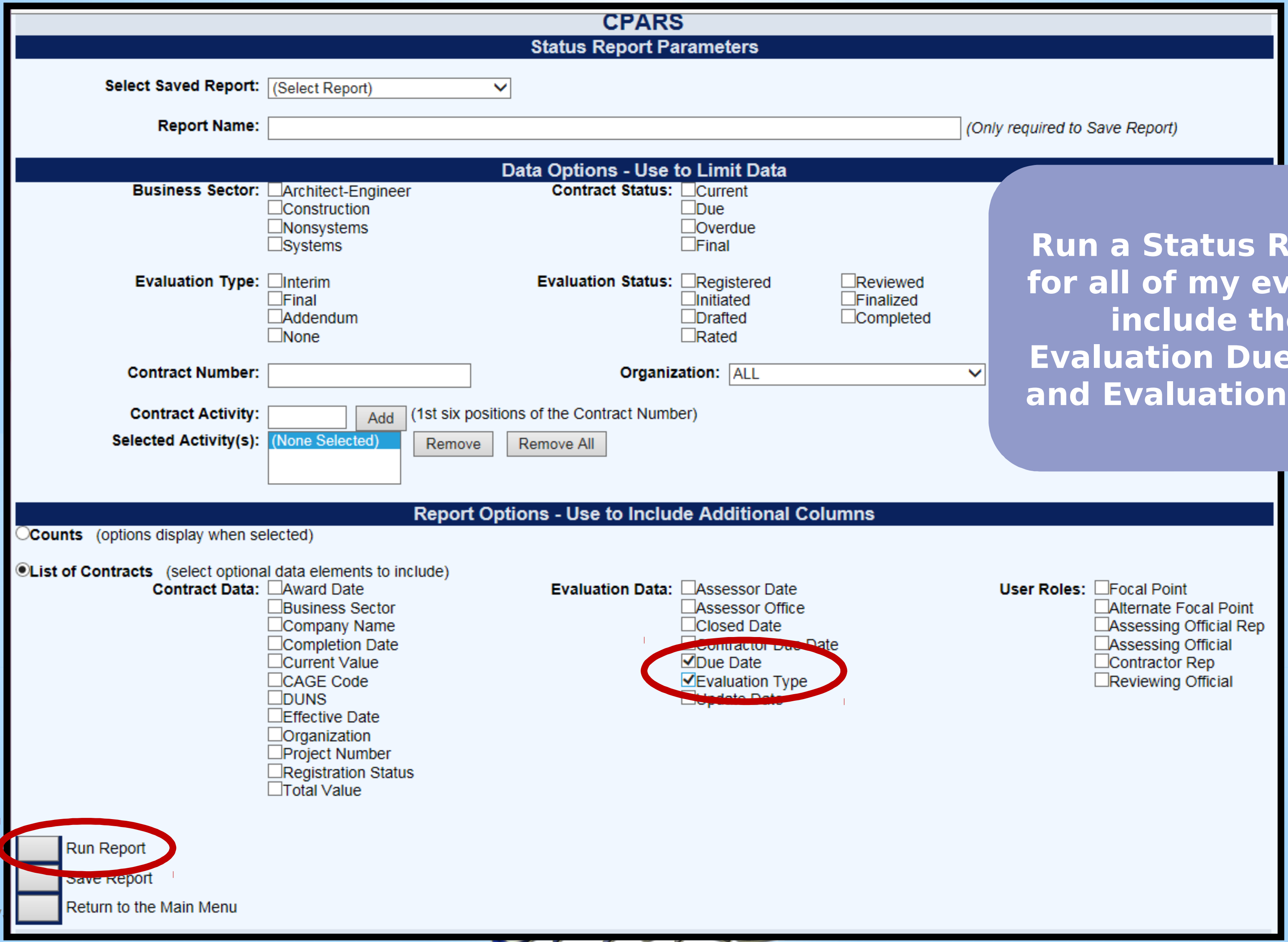
Other Columns

- ✓Contract Number
- ✓Order Number
- ✓Contract Due Date
  - Evaluation In Process: 120 Days Following Period of Performance End Date
  - If Last Completed Evaluation is a Final or Addendum, There is No Contract Due Date
- ✓Notes
  - Visible on Status Report and To Do List Until Eval is Completed
- ✓Viewed
  - Indicates Evaluation has been Opened

Other Columns

- ✓ Period of Performance
  - Indicates Begin Date and End Date of Evaluation Period
- ✓ Activity Log
  - Entry Added Every Time Evaluation is Saved
  - Indicates
    - Date
    - Action
    - Action Completed By (i.e. Name of User Who Saved Evaluation)

Sample Status Report



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Status Report Parameters

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector:
- ☐ Architect-Engineer
- ☐ Construction
- ☐ Nonsystems
- ☐ Systems

Contract Status:
- ☐ Current
- ☐ Due
- ☐ Overdue
- ☐ Final

Evaluation Type:
- ☐ Interim
- ☐ Final
- ☐ Addendum
- ☐ None

Evaluation Status:
- ☐ Registered
- ☐ Initiated
- ☐ Drafted
- ☐ Rated
- ☐ Reviewed
- ☐ Finalized
- ☐ Completed

Contract Number:

Organization: ALL

Contract Activity: (1st six positions of the Contract Number)

Selected Activity(s): (None Selected)

Report Options - Use to Include Additional Columns

○ **Counts** (options display when selected)

● **List of Contracts** (select optional data elements to include)

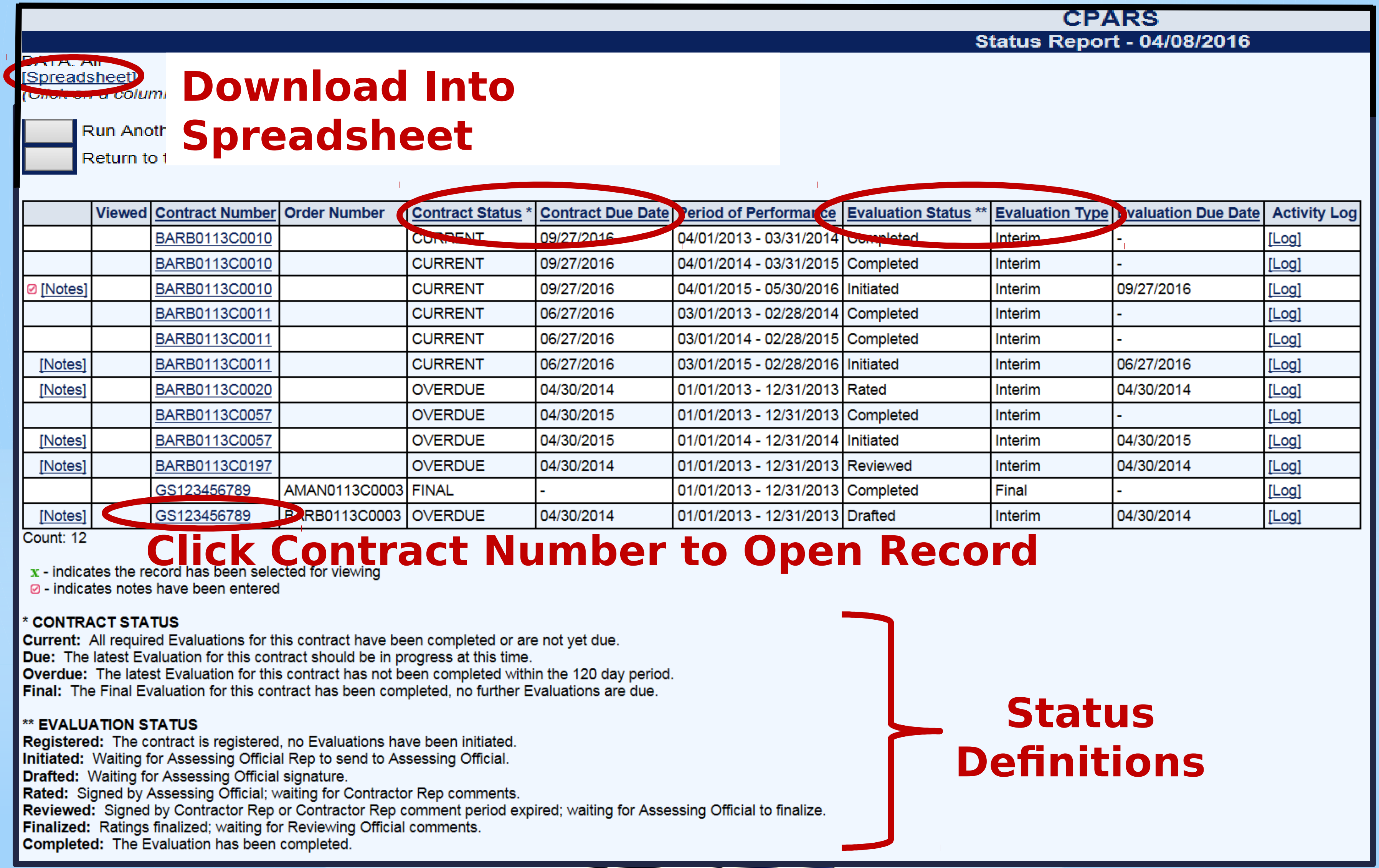
Contract Data:
- ☐ Award Date
- ☐ Business Sector
- ☐ Company Name
- ☐ Completion Date
- ☐ Current Value
- ☐ CAGE Code
- ☐ DUNS
- ☐ Effective Date
- ☐ Organization
- ☐ Project Number
- ☐ Registration Status
- ☐ Total Value

Evaluation Data:
- ☐ Assessor Date
- ☐ Assessor Office
- ☐ Closed Date
- ☐ Contractor Due Date
- ☑ Due Date
- ☑ Evaluation Type
- ☐ Update Date

User Roles:
- ☐ Focal Point
- ☐ Alternate Focal Point
- ☐ Assessing Official Rep
- ☐ Assessing Official
- ☐ Contractor Rep
- ☐ Reviewing Official

Run a Status Report for all of my evals to include the Evaluation Due Date and Evaluation Type.

Sample Status Report



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Status Report - 04/08/2016

DATA: All
[Spreadsheet]
[Click on a colum

Download Into Spreadsheet

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Evaluation Type	Evaluation Due Date	Activity Log
		BARB0113C0010		CURRENT	09/27/2016	04/01/2013 - 03/31/2014	Completed	Interim	-	[Log]
		BARB0113C0010		CURRENT	09/27/2016	04/01/2014 - 03/31/2015	Completed	Interim	-	[Log]
☑ [Notes]		BARB0113C0010		CURRENT	09/27/2016	04/01/2015 - 05/30/2016	Initiated	Interim	09/27/2016	[Log]
		BARB0113C0011		CURRENT	06/27/2016	03/01/2013 - 02/28/2014	Completed	Interim	-	[Log]
		BARB0113C0011		CURRENT	06/27/2016	03/01/2014 - 02/28/2015	Completed	Interim	-	[Log]
[Notes]		BARB0113C0011		CURRENT	06/27/2016	03/01/2015 - 02/28/2016	Initiated	Interim	06/27/2016	[Log]
[Notes]		BARB0113C0020		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Rated	Interim	04/30/2014	[Log]
		BARB0113C0057		OVERDUE	04/30/2015	01/01/2013 - 12/31/2013	Completed	Interim	-	[Log]
[Notes]		BARB0113C0057		OVERDUE	04/30/2015	01/01/2014 - 12/31/2014	Initiated	Interim	04/30/2015	[Log]
[Notes]		BARB0113C0197		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Reviewed	Interim	04/30/2014	[Log]
		GS123456789	AMAN0113C0003	FINAL	-	01/01/2013 - 12/31/2013	Completed	Final	-	[Log]
[Notes]		GS123456789	BARB0113C0003	OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Drafted	Interim	04/30/2014	[Log]

Count: 12

Click Contract Number to Open Record

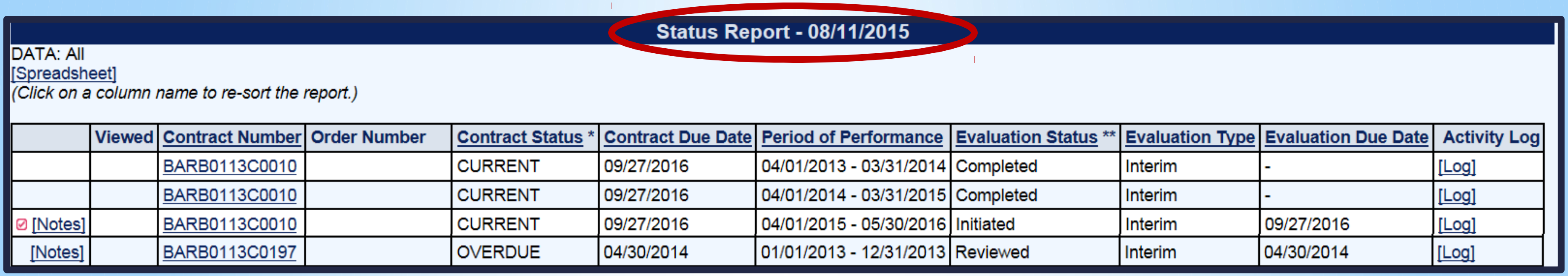
x - indicates the record has been selected for viewing
☑ - indicates notes have been entered

* CONTRACT STATUS
Current: All required Evaluations for this contract have been completed or are not yet due.
Due: The latest Evaluation for this contract should be in progress at this time.
Overdue: The latest Evaluation for this contract has not been completed within the 120 day period.
Final: The Final Evaluation for this contract has been completed, no further Evaluations are due.

** EVALUATION STATUS
Registered: The contract is registered, no Evaluations have been initiated.
Initiated: Waiting for Assessing Official Rep to send to Assessing Official.
Drafted: Waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep or Contractor Rep comment period expired; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The Evaluation has been completed.

Status Definitions

Sample Status Report



Status Report - 08/11/2015

DATA: All
[Spreadsheet]
(Click on a column name to re-sort the report.)

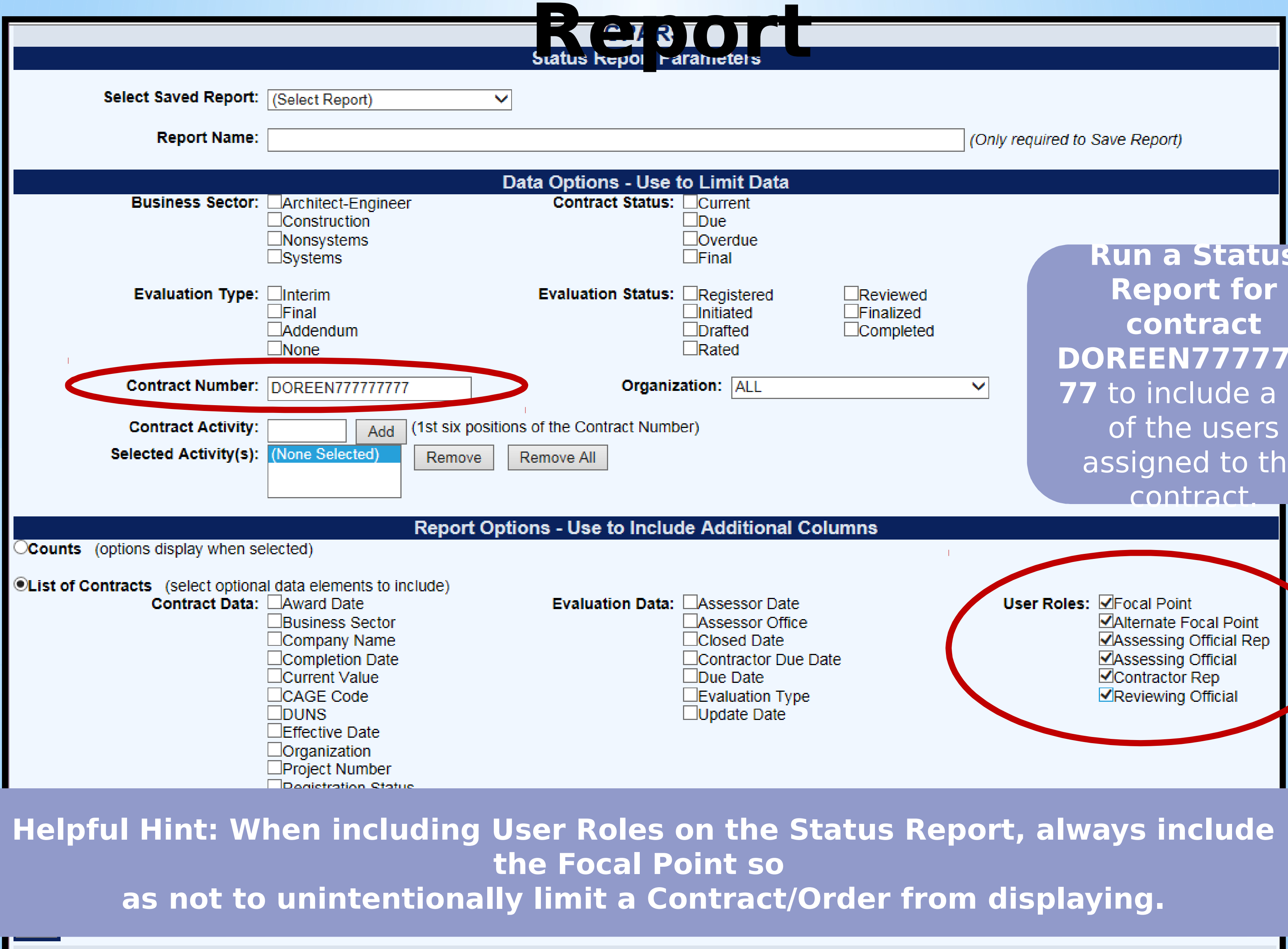
	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Evaluation Type	Evaluation Due Date	Activity Log
		BARB0113C0010		CURRENT	09/27/2016	04/01/2013 - 03/31/2014	Completed	Interim	-	[Log]
		BARB0113C0010		CURRENT	09/27/2016	04/01/2014 - 03/31/2015	Completed	Interim	-	[Log]
☑ [Notes]		BARB0113C0010		CURRENT	09/27/2016	04/01/2015 - 05/30/2016	Initiated	Interim	09/27/2016	[Log]
[Notes]		BARB0113C0197		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Reviewed	Interim	04/30/2014	[Log]

This Status Report was run on 08/11/2015.

BARB0113C0197: There is an evaluation in process for this contract. The evaluation is in the Reviewed status, meaning that it has been returned by the CR or the CR comment period has expired. It is waiting for the AO to close the evaluation or send it to the RO. The evaluation was due on 04/30/2014. The contract is overdue for the eval with the Period of Performance 01/01/2013 – 12/31/2013.

BARB0113C0010: There are two completed Interim evaluations for this contract, so there is no Evaluation Due Date for those evaluations. The contract is current, meaning that it is not due for another evaluation at this time. There is a follow on evaluation for this contract with an Evaluation Due Date of 09/27/2016; the next evaluation will be due on that date.

Another Sample Status Report



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Status Report Parameters

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector:
- ☐ Architect-Engineer
- ☐ Construction
- ☐ Nonsystems
- ☐ Systems

Contract Status:
- ☐ Current
- ☐ Due
- ☐ Overdue
- ☐ Final

Evaluation Type:
- ☐ Interim
- ☐ Final
- ☐ Addendum
- ☐ None

Evaluation Status:
- ☐ Registered
- ☐ Initiated
- ☐ Drafted
- ☐ Rated
- ☐ Reviewed
- ☐ Finalized
- ☐ Completed

Contract Number: DOREEN777777777

Organization: ALL

Contract Activity: (1st six positions of the Contract Number)

Selected Activity(s): (None Selected)

Report Options - Use to Include Additional Columns

○ **Counts** (options display when selected)

● **List of Contracts** (select optional data elements to include)

Contract Data:
- ☐ Award Date
- ☐ Business Sector
- ☐ Company Name
- ☐ Completion Date
- ☐ Current Value
- ☐ CAGE Code
- ☐ DUNS
- ☐ Effective Date
- ☐ Organization
- ☐ Project Number
- ☐ Registration Status

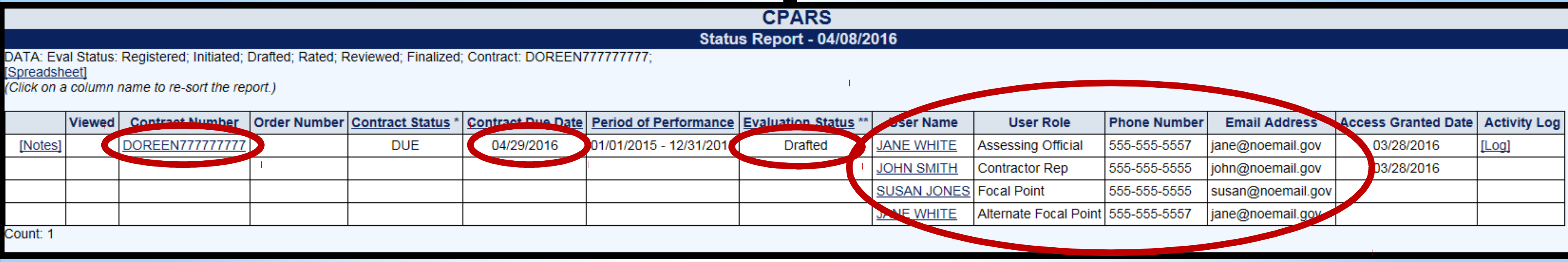
Evaluation Data:
- ☐ Assessor Date
- ☐ Assessor Office
- ☐ Closed Date
- ☐ Contractor Due Date
- ☐ Due Date
- ☐ Evaluation Type
- ☐ Update Date

User Roles:
- ☑ Focal Point
- ☑ Alternate Focal Point
- ☑ Assessing Official Rep
- ☑ Assessing Official
- ☑ Contractor Rep
- ☑ Reviewing Official

Run a Status Report for contract DOREEN777777777 to include a list of the users assigned to the contract.

Helpful Hint: When including User Roles on the Status Report, always include the Focal Point so as not to unintentionally limit a Contract/Order from displaying.

Another Sample Status Report



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Status Report - 04/08/2016

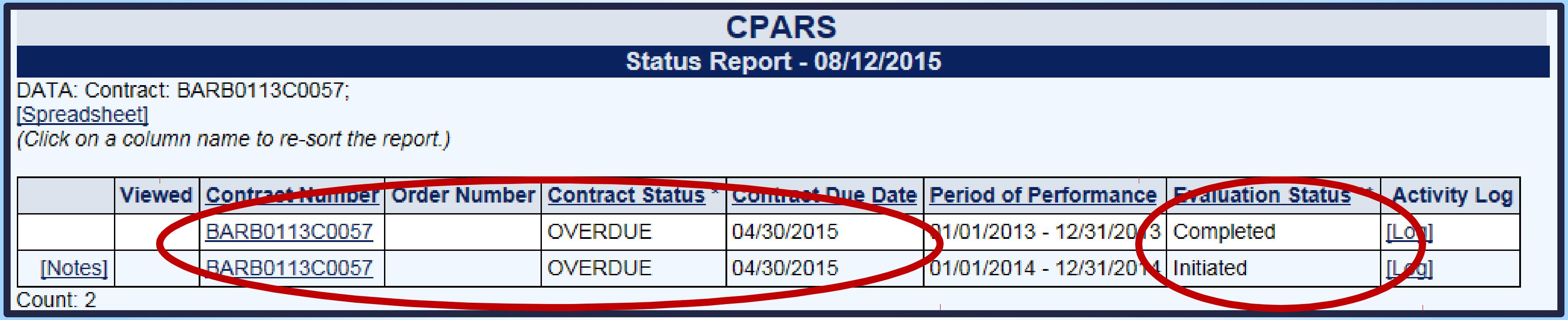
DATA: Eval Status: Registered; Initiated; Drafted; Rated; Reviewed; Finalized; Contract: DOREEN777777777;
[Spreadsheet]
(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	User Name	User Role	Phone Number	Email Address	Access Granted Date	Activity Log
[Notes]		DOREEN777777777		DUE	04/29/2016	01/01/2015 - 12/31/201	Drafted	JANE WHITE	Assessing Official	555-555-5557	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
								JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov		

Count: 1

The contract DOREEN777777777 is Drafted, meaning that the eval is waiting for the AO to send to CR. The first evaluation is not due until 04/29/2016. The AO on this contract is Jane White and the CR is John Smith.

Contract Status vs. Evaluation



CPARS

Status Report - 08/12/2015

DATA: Contract: BARB0113C0057;
[Spreadsheet]
(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
		BARB0113C0057		OVERDUE	04/30/2015	01/01/2013 - 12/31/2013	Completed	[Log]
[Notes]		BARB0113C0057		OVERDUE	04/30/2015	01/01/2014 - 12/31/2014	Initiated	[Log]

Count: 2

How can I have a contract on my Status Report where the Evaluation Status is Completed and yet the Contract Status is Overdue?

If a contract has multiple evaluations (as is the case with contracts with multiple years of performance), that contract number is listed on the Status Report one time for each evaluation against that contract. For example, if there are 2 evaluations for a single contract, that contract number is listed on the report 2 times. The Evaluation Due Date column indicates the due date for the individual report card. Thus, if one of the report cards for this contract is in the Completed Evaluation Status, it will not have an Evaluation Due Date. However, any report cards for that contract which are not completed will have an entry in the Evaluation Due Date column. If the Evaluation Due Date on one of the report cards has passed, the contract itself will be overdue for the evaluation and thus will be listed as Overdue in the Contract Status column. Note that each time the contract number is listed, the Contract Status will display as Overdue, even if an individual report card for that contract is already in the Completed Evaluation Status.

Frequently Asked Questions Appears on Status Report

- ✓ Q: When does the first evaluation for a Contract/Order appear on my Status Report?
- ✓ A:The first evaluation appears on your Status Report IMMEDIATELY after the FP/AFP registers the Contract/Order.

Frequently Asked Questions Appears on Status Report

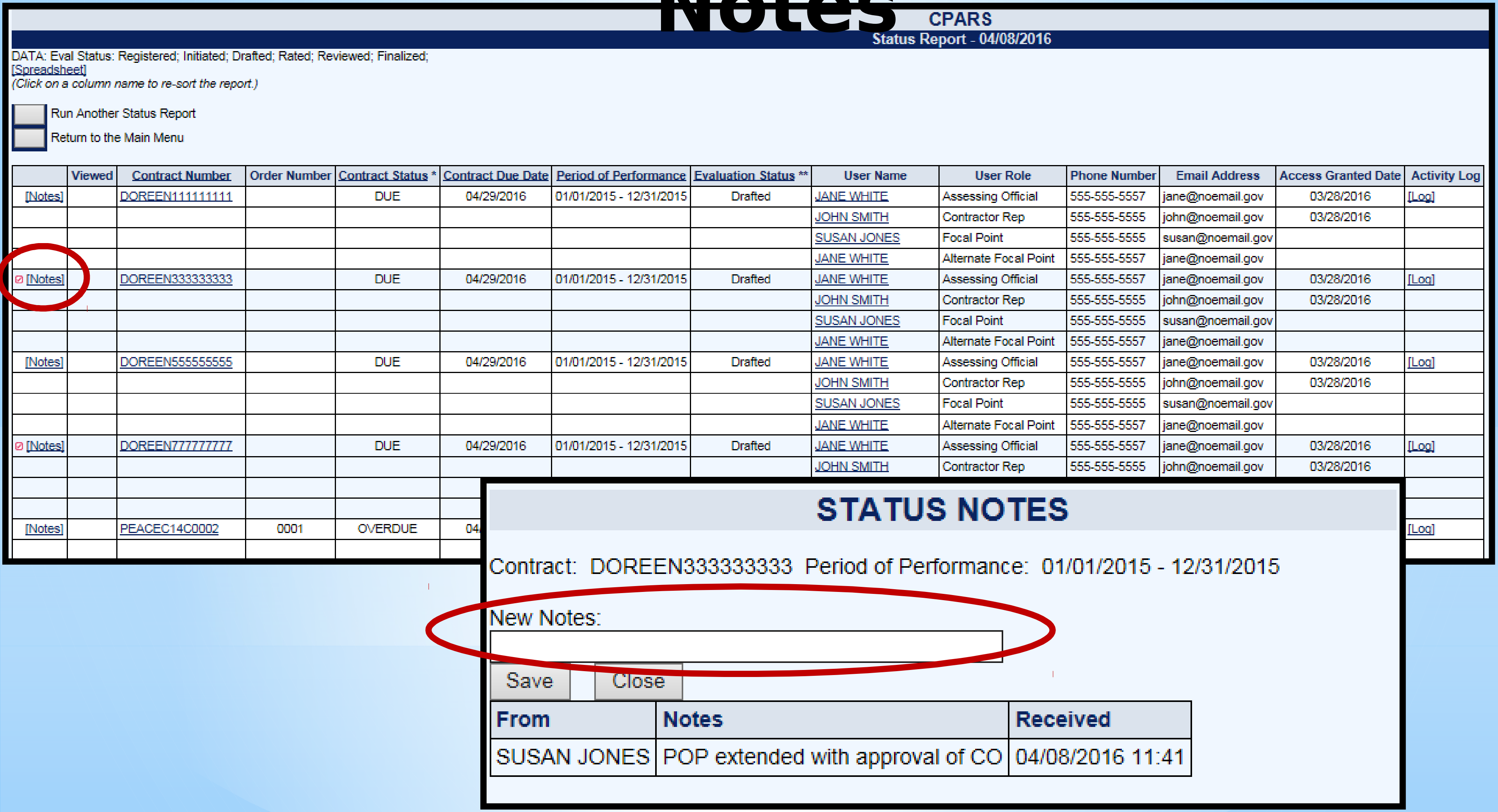
- ✓ Q: When does the follow on evaluation appear on the Status Report?
- ✓ A: The follow on evaluation appears IMMEDIATELY after the AO/RO closes the prior evaluation.

Note: No follow on evaluation will appear when a final or addendum report is closed.

Notes

- ✓ Notes are a great way to include additional detail to the Status Report
- ✓ Visible on Status Report and To Do List
- ✓ Available at FP, AFP, AOR, AO and RO level
- ✓ Notes are Temporary
  - Automatically delete when eval is closed

Sample Contract Status - Notes



CPARS

Status Report - 04/08/2016

DATA: Eval Status: Registered; Initiated; Drafted; Rated; Reviewed; Finalized;

[Spreadsheet]

(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	User Name	User Role	Phone Number	Email Address	Access Granted Date	Activity Log
[Notes]		DOREEN111111111		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5557	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
								JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov		
☒ [Notes]		DOREEN333333333		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5557	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
								JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov		
[Notes]		DOREEN555555555		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5557	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
								JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov		
☒ [Notes]		DOREEN777777777		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5557	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
[Notes]		PEACEC14C0002	0001	OVERDUE	04								[Log]

STATUS NOTES

Contract: DOREEN333333333 Period of Performance: 01/01/2015 - 12/31/2015

New Notes:

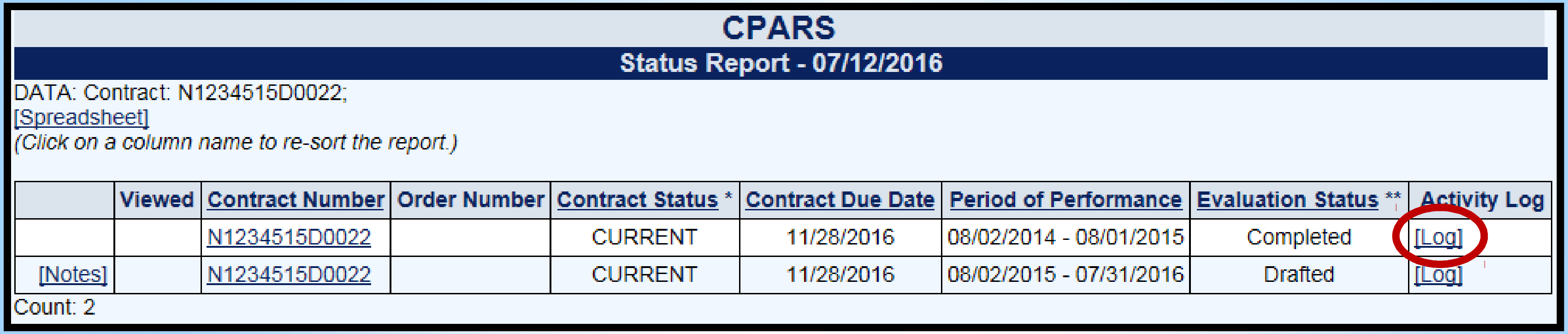
From	Notes	Received
SUSAN JONES	POP extended with approval of CO	04/08/2016 11:41

CPARS
Contractor Performance Assessment Reporting System

Activity Log

- ✓Used to Determine Which Actions Were Taken on an Evaluation by Whom and When
- ✓Access Activity Log From Status Report
- ✓Available to FP, AFP, APOC, DPOC, AO, AOR and RO

Sample Status Report - Activity Log



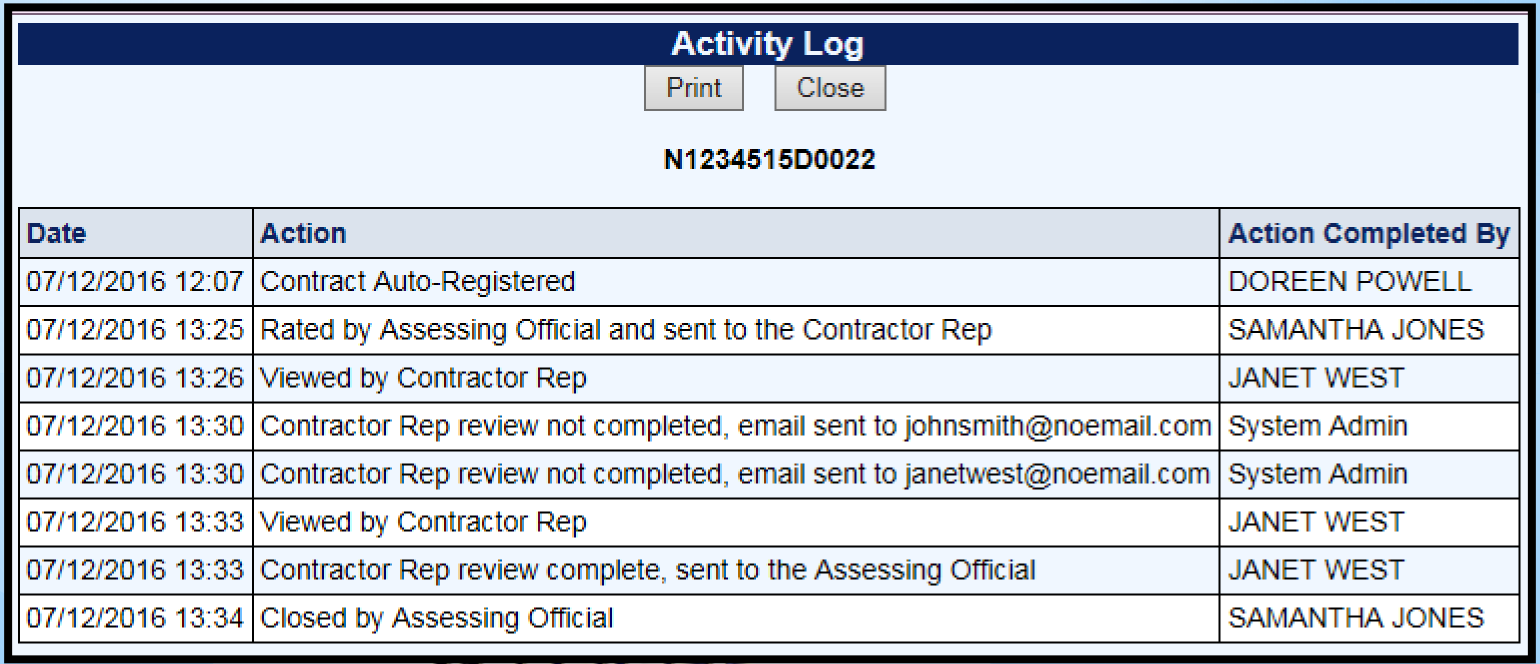
CPARS

Status Report - 07/12/2016

DATA: Contract: N1234515D0022;
[Spreadsheet]
(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
		N1234515D0022		CURRENT	11/28/2016	08/02/2014 - 08/01/2015	Completed	[Log]
[Notes]		N1234515D0022		CURRENT	11/28/2016	08/02/2015 - 07/31/2016	Drafted	[Log]

Count: 2



Activity Log

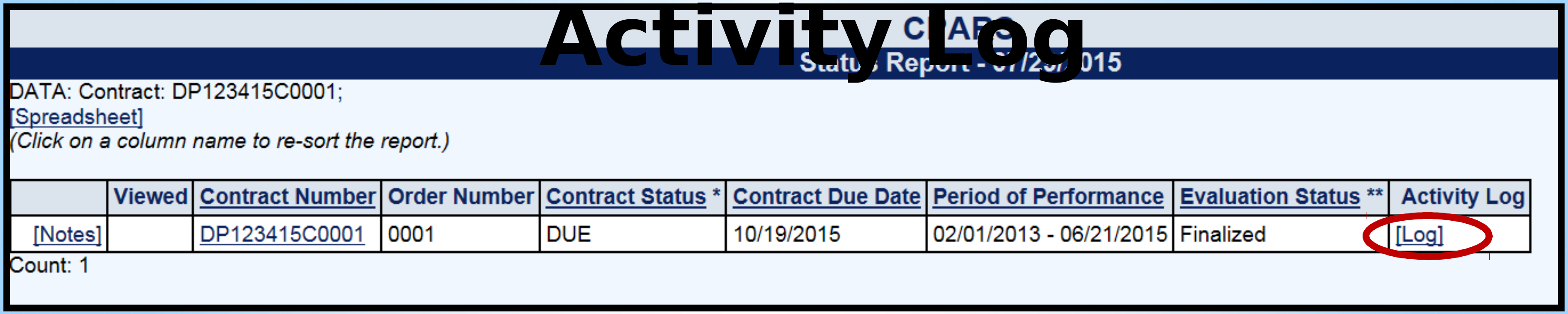
N1234515D0022

Date	Action	Action Completed By
07/12/2016 12:07	Contract Auto-Registered	DOREEN POWELL
07/12/2016 13:25	Rated by Assessing Official and sent to the Contractor Rep	SAMANTHA JONES
07/12/2016 13:26	Viewed by Contractor Rep	JANET WEST
07/12/2016 13:30	Contractor Rep review not completed, email sent to johnsmith@noemail.com	System Admin
07/12/2016 13:30	Contractor Rep review not completed, email sent to janetwest@noemail.com	System Admin
07/12/2016 13:33	Viewed by Contractor Rep	JANET WEST
07/12/2016 13:33	Contractor Rep review complete, sent to the Assessing Official	JANET WEST
07/12/2016 13:34	Closed by Assessing Official	SAMANTHA JONES

Frequently Asked Questions Activity Log

- ✓ Q: How will I know when a contract/order has been updated by the FPDS interface?
- ✓ A: You can run your Status Report, view the Activity Log, and see that the contract/order was updated by the FPDS Feed.

Frequently Asked Questions
Activity Log

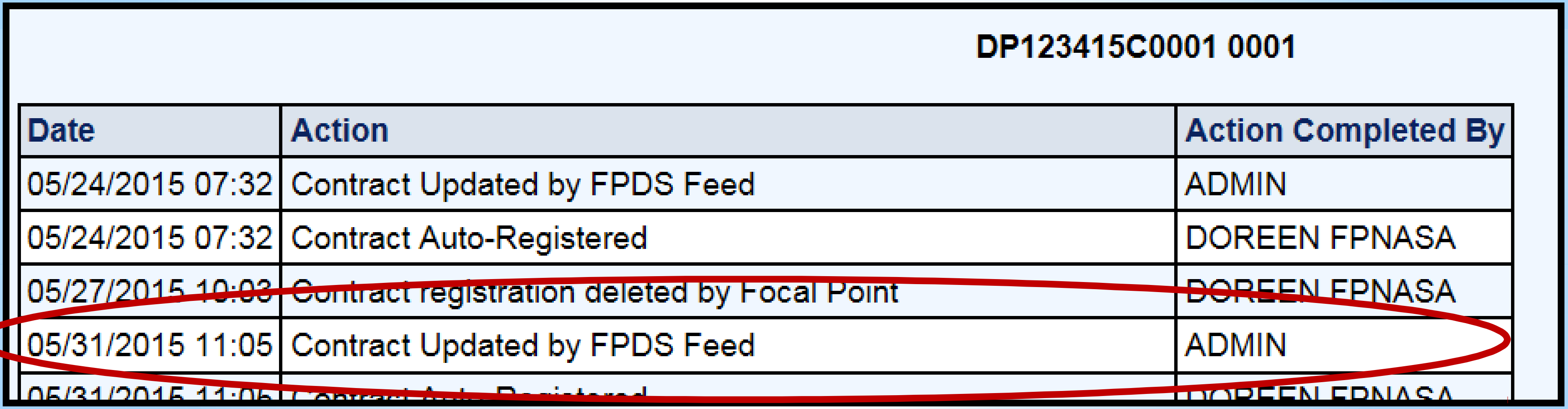


CPARS
Status Report - 07/2[illegible]/2015

DATA: Contract: DP123415C0001;
[Spreadsheet]
(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
[Notes]		DP123415C0001	0001	DUE	10/19/2015	02/01/2013 - 06/21/2015	Finalized	[Log]

Count: 1



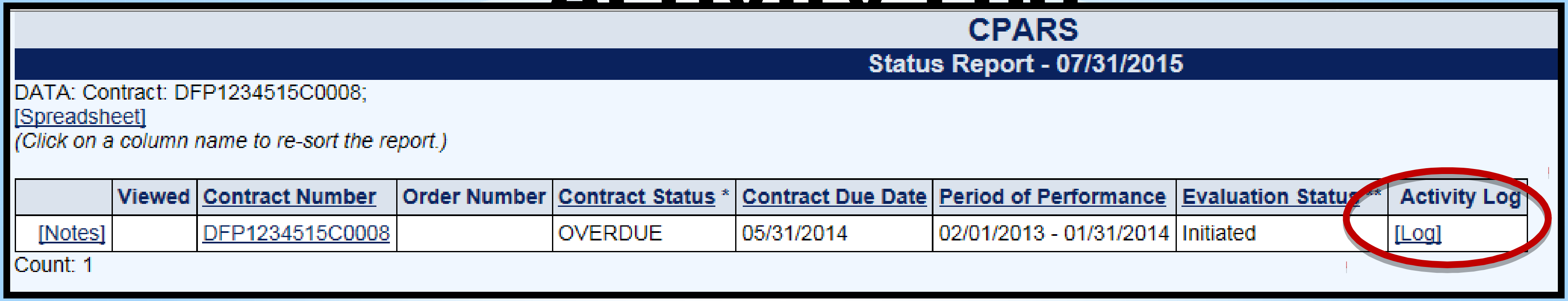
DP123415C0001 0001

Date	Action	Action Completed By
05/24/2015 07:32	Contract Updated by FPDS Feed	ADMIN
05/24/2015 07:32	Contract Auto-Registered	DOREEN FPNASA
05/27/2015 10:03	Contract registration deleted by Focal Point	DOREEN FPNASA
05/31/2015 11:05	Contract Updated by FPDS Feed	ADMIN
05/31/2015 11:05	Contract Auto-Registered	DOREEN FPNASA

Frequently Asked Questions
Activity Log

- Q: How can I tell if my AOR or AO has started working on the automatically generated first eval?
- A: You can run the Status Report and view the Activity Log. The Activity Log will include an entry to show that the eval was updated by the AOR or AO if they have begun working on it and saved it.

Frequently Asked Questions
Activity Log



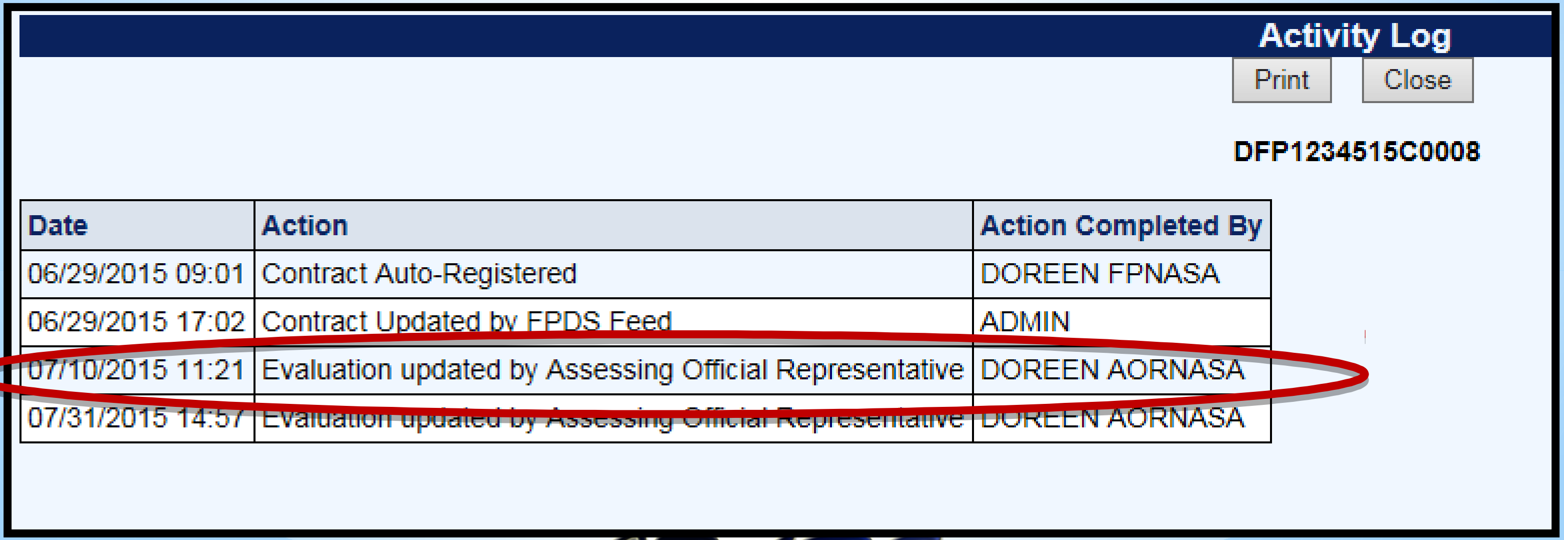
CPARS

Status Report - 07/31/2015

DATA: Contract: DFP1234515C0008;
[Spreadsheet]
(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
[Notes]		DFP1234515C0008		OVERDUE	05/31/2014	02/01/2013 - 01/31/2014	Initiated	[Log]

Count: 1

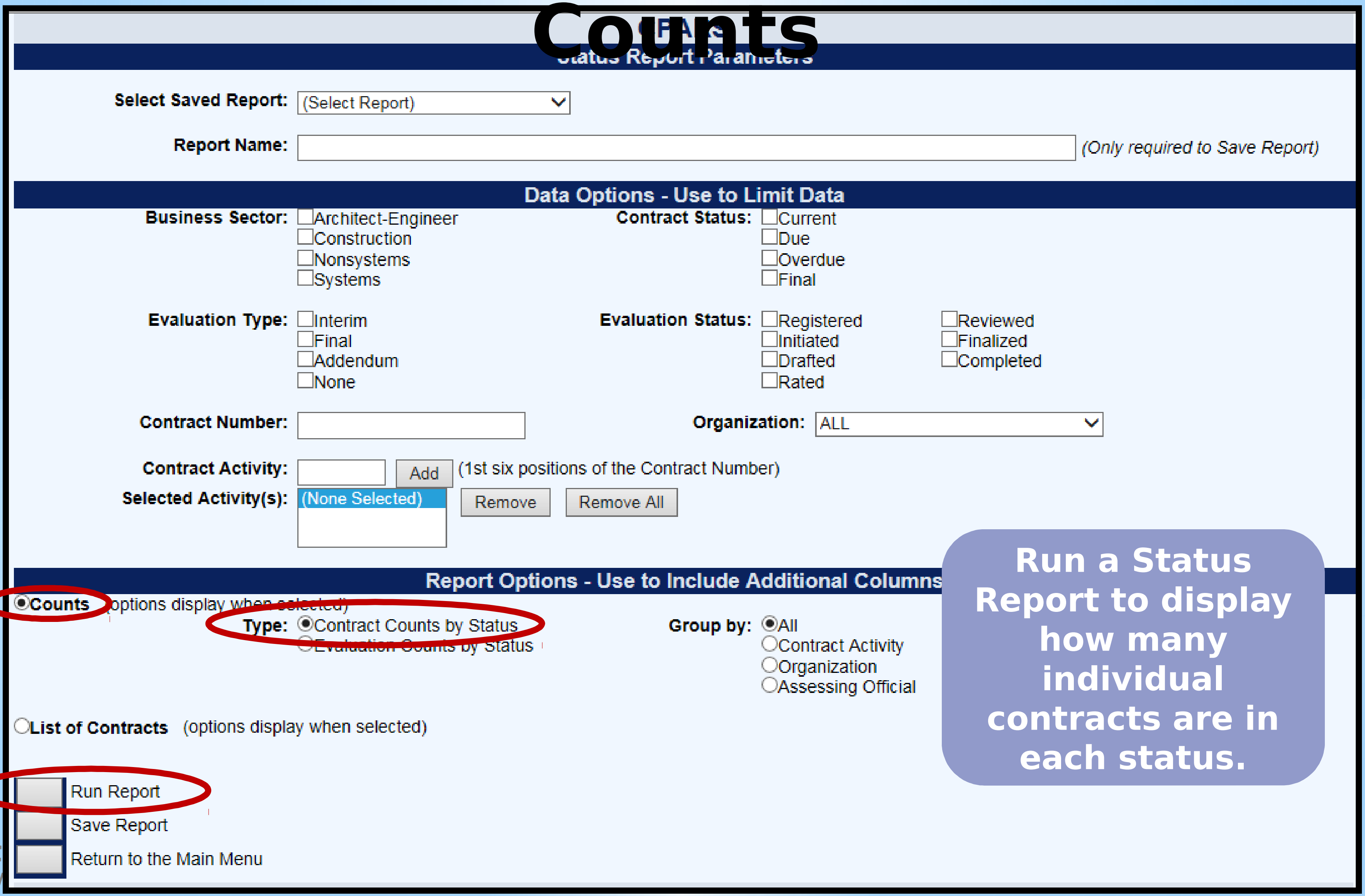


Activity Log

DFP1234515C0008

Date	Action	Action Completed By
06/29/2015 09:01	Contract Auto-Registered	DOREEN FPNASA
06/29/2015 17:02	Contract Updated by FPDS Feed	ADMIN
07/10/2015 11:21	Evaluation updated by Assessing Official Representative	DOREEN AORNASA
07/31/2015 14:57	Evaluation updated by Assessing Official Representative	DOREEN AORNASA

Report Options – Contract Counts



CPARS

Status Report Parameters

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector:
☐ Architect-Engineer
☐ Construction
☐ Nonsystems
☐ Systems

Contract Status:
☐ Current
☐ Due
☐ Overdue
☐ Final

Evaluation Type:
☐ Interim
☐ Final
☐ Addendum
☐ None

Evaluation Status:
☐ Registered
☐ Initiated
☐ Drafted
☐ Rated
☐ Reviewed
☐ Finalized
☐ Completed

Contract Number:

Organization: ALL

Contract Activity: (1st six positions of the Contract Number)

Selected Activity(s): (None Selected)

Report Options - Use to Include Additional Columns

● **Counts** (options display when selected)

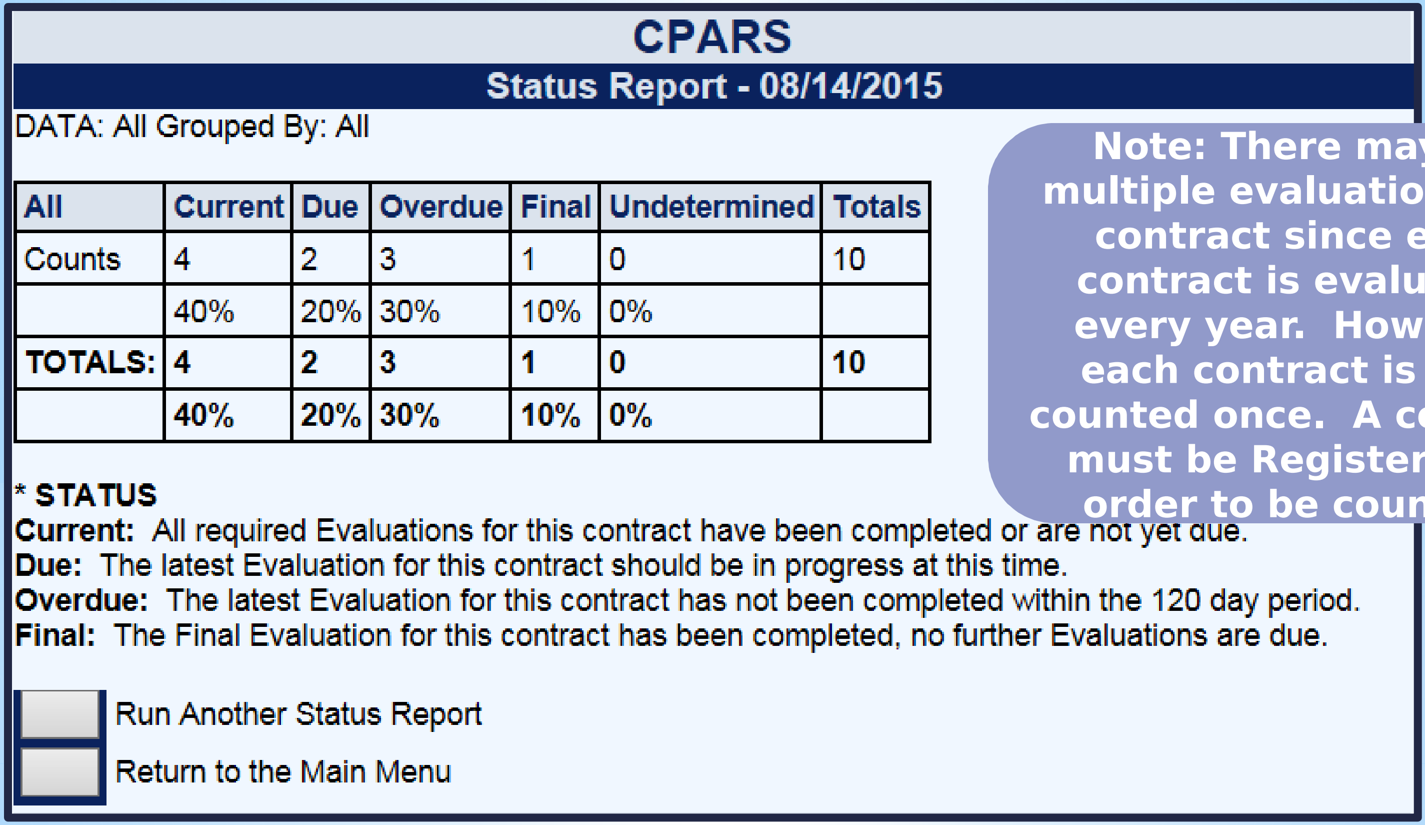
Type:
● Contract Counts by Status
○ Evaluation Counts by Status

Group by:
● All
○ Contract Activity
○ Organization
○ Assessing Official

○ **List of Contracts** (options display when selected)

Run a Status Report to display how many individual contracts are in each status.

Sample Status Report – Contract Counts



CPARS

Status Report - 08/14/2015

DATA: All Grouped By: All

All	Current	Due	Overdue	Final	Undetermined	Totals
Counts	4	2	3	1	0	10
	40%	20%	30%	10%	0%	
TOTALS:	**4**	**2**	**3**	**1**	**0**	**10**
	40%	**20%**	**30%**	**10%**	**0%**	

* **STATUS**

Current: All required Evaluations for this contract have been completed or are not yet due.

Due: The latest Evaluation for this contract should be in progress at this time.

Overdue: The latest Evaluation for this contract has not been completed within the 120 day period.

Final: The Final Evaluation for this contract has been completed, no further Evaluations are due.

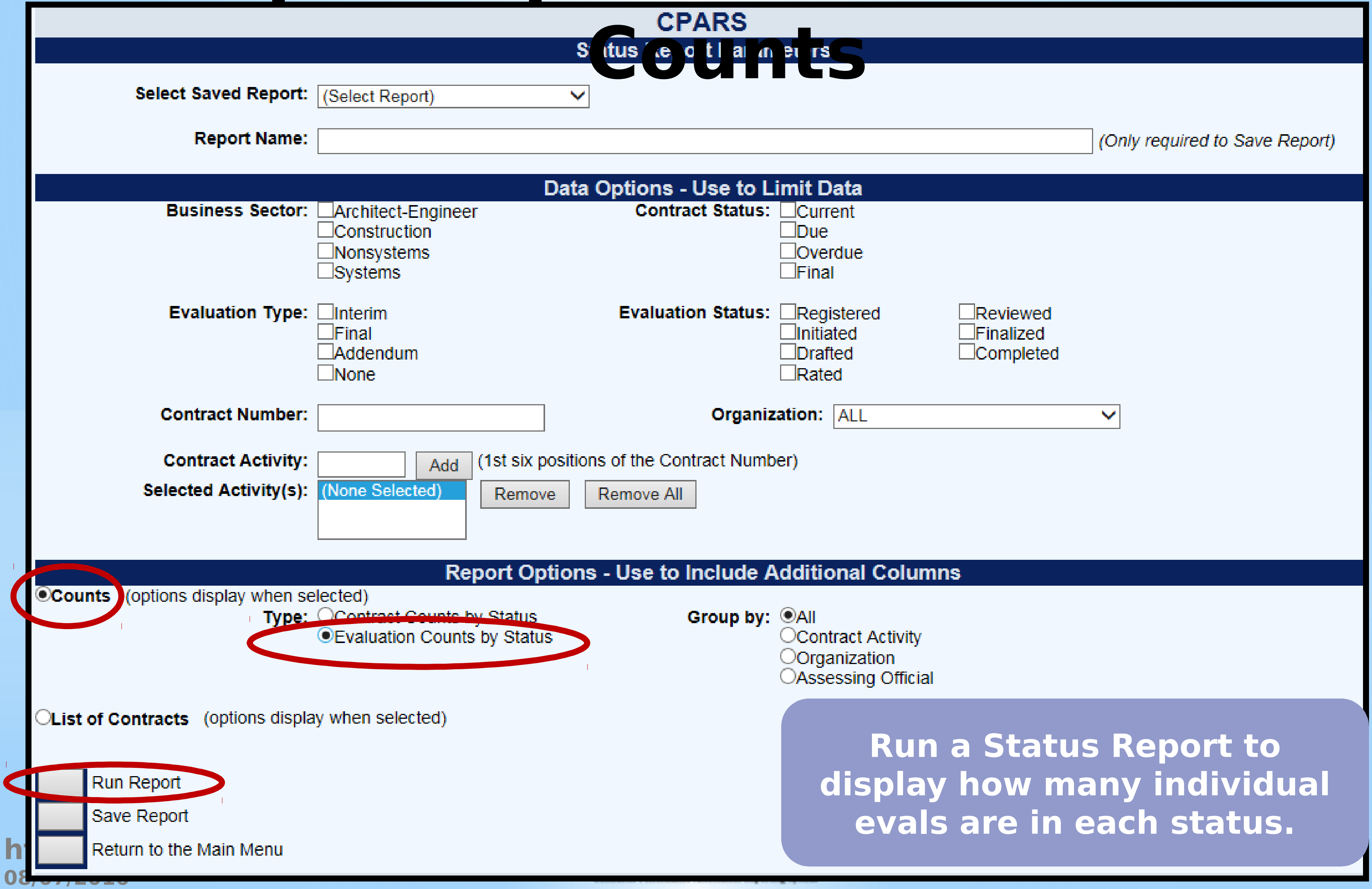
☐ Run Another Status Report

☐ Return to the Main Menu

Note: There may be multiple evaluations per contract since each contract is evaluated every year. However, each contract is only counted once. A contract must be Registered in order to be counted.

4 contracts are current and do not require an evaluation at this time. This represents 40% of this FP's contracts. 2 contracts are due for an evaluation. This represents 20% of this FP's contracts. 3 contracts are overdue for an evaluation. This represents 30% of this FP's contracts. 1 contract is final for this contract and no more evaluations are required. This FP has a total of 10 contracts that have been registered.

Report Options – Evaluation Counts



CPARS

Status Report Parameters

Select Saved Report: (Select Report)

Report Name: (Only required to Save Report)

Data Options - Use to Limit Data

Business Sector:
☐ Architect-Engineer
☐ Construction
☐ Nonsystems
☐ Systems

Contract Status:
☐ Current
☐ Due
☐ Overdue
☐ Final

Evaluation Type:
☐ Interim
☐ Final
☐ Addendum
☐ None

Evaluation Status:
☐ Registered
☐ Initiated
☐ Drafted
☐ Rated
☐ Reviewed
☐ Finalized
☐ Completed

Contract Number:

Organization: ALL

Contract Activity: Add (1st six positions of the Contract Number)

Selected Activity(s): (None Selected) Remove Remove All

Report Options - Use to Include Additional Columns

● **Counts** (options display when selected)

Type:
○ Contract Counts by Status
● Evaluation Counts by Status

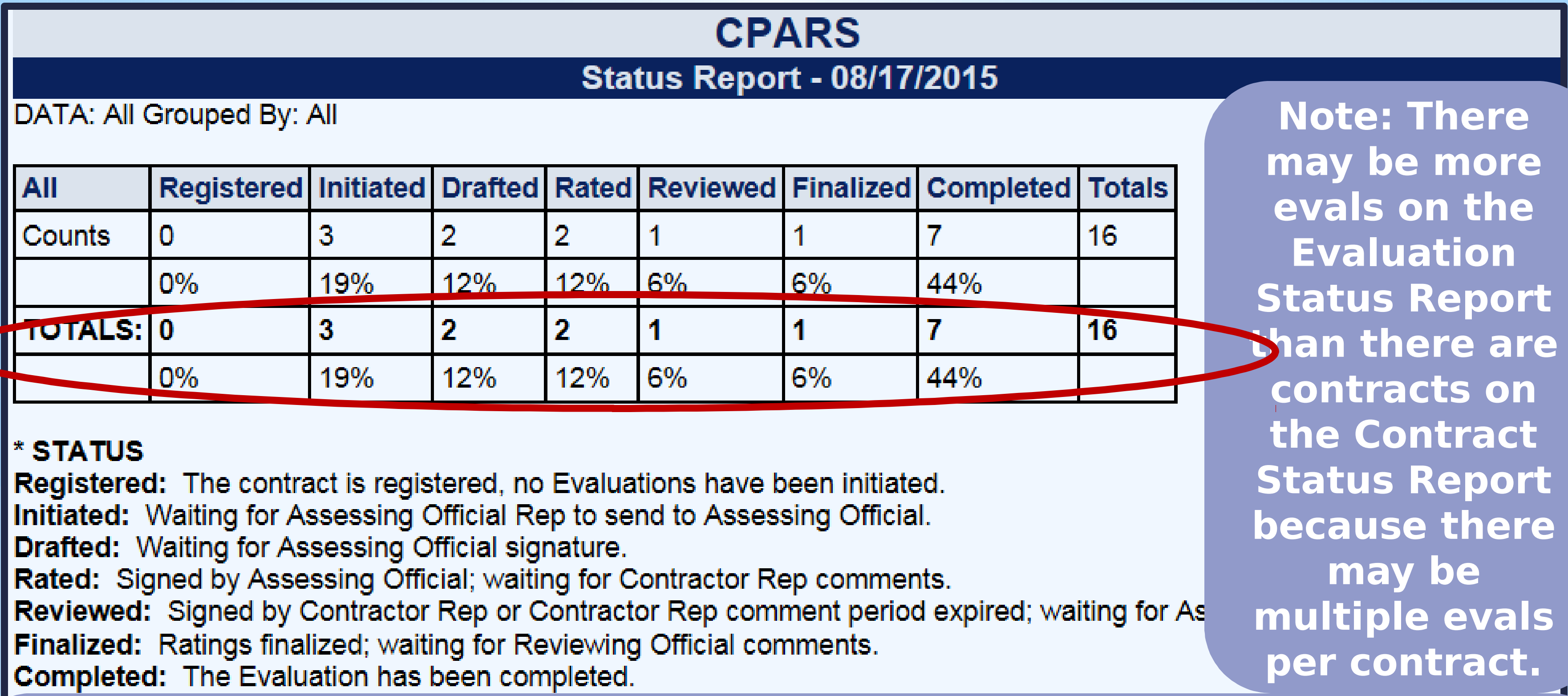
Group by:
● All
○ Contract Activity
○ Organization
○ Assessing Official

○ **List of Contracts** (options display when selected)

Run Report
Save Report
Return to the Main Menu

Run a Status Report to display how many individual evals are in each status.

Report Options – Evaluation



CPARS

Status Report - 08/17/2015

DATA: All Grouped By: All

All	Registered	Initiated	Drafted	Rated	Reviewed	Finalized	Completed	Totals
Counts	0	3	2	2	1	1	7	16
	0%	19%	12%	12%	6%	6%	44%	
TOTALS:	**0**	**3**	**2**	**2**	**1**	**1**	**7**	**16**
	0%	19%	12%	12%	6%	6%	44%	

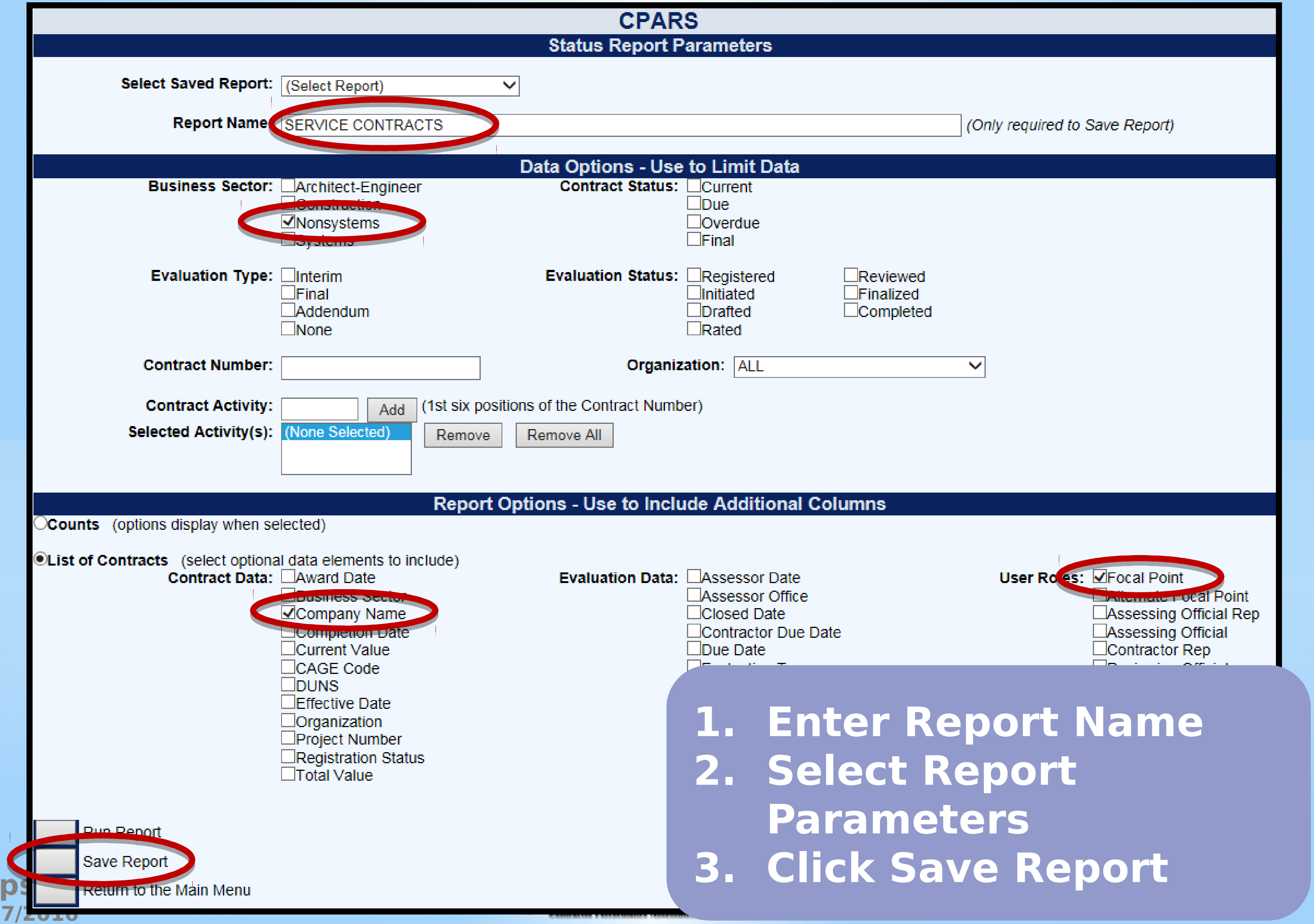
*** STATUS**

Registered: The contract is registered, no Evaluations have been initiated.
Initiated: Waiting for Assessing Official Rep to send to Assessing Official.
Drafted: Waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep or Contractor Rep comment period expired; waiting for As
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The Evaluation has been completed.

Note: There may be more evals on the Evaluation Status Report than there are contracts on the Contract Status Report because there may be multiple evals per contract.

3 evals are in Initiated status, awaiting AOR action. This represents 19% of this FP's evals. 2 evals are in the Drafted status, awaiting AO action. This represents 12% of this FP's evals. 2 evals are in Rated status, awaiting CR action. This represents 12% of this FP's evals. 1 eval is in Reviewed status, awaiting AO action. This represents 6% of this FP's evals. 1 eval is in Finalized status, awaiting RO action. This represents 6% of this FP's evals. 7 evals are in the Completed status representing 44% of this FP's evals. This FP has 16 total evals.

Saving a Status Report



CPARS

Status Report Parameters

Select Saved Report: (Select Report)

Report Name: SERVICE CONTRACTS *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector:
☐ Architect-Engineer
☐ Construction
☑ Nonsystems
☐ Systems

Contract Status:
☐ Current
☐ Due
☐ Overdue
☐ Final

Evaluation Type:
☐ Interim
☐ Final
☐ Addendum
☐ None

Evaluation Status:
☐ Registered
☐ Initiated
☐ Drafted
☐ Rated
☐ Reviewed
☐ Finalized
☐ Completed

Contract Number:

Organization: ALL

Contract Activity: (1st six positions of the Contract Number)

Selected Activity(s): (None Selected)

Report Options - Use to Include Additional Columns

○ **Counts** (options display when selected)

● **List of Contracts** (select optional data elements to include)

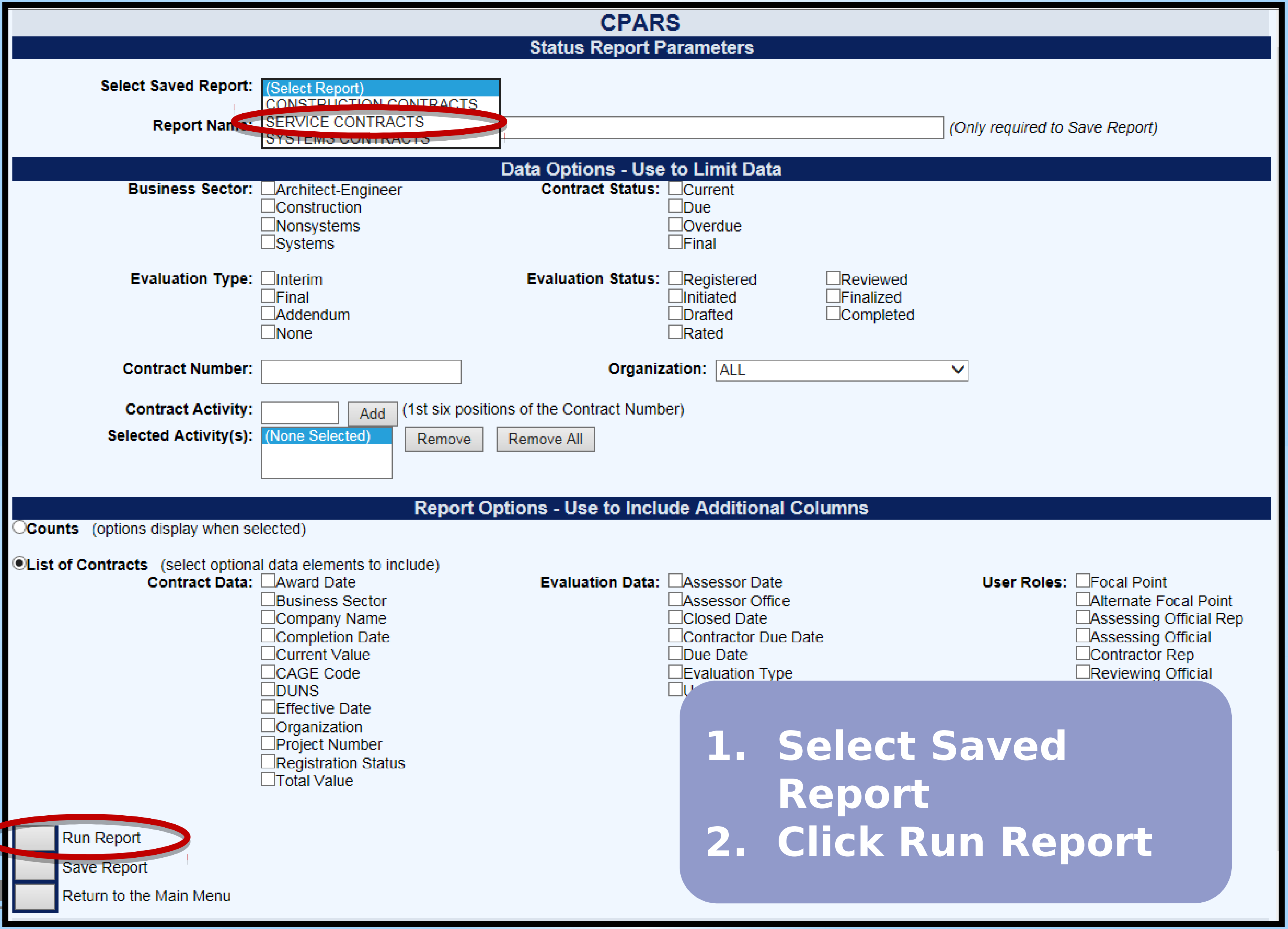
Contract Data:
☐ Award Date
☐ Business Sector
☑ Company Name
☐ Completion Date
☐ Current Value
☐ CAGE Code
☐ DUNS
☐ Effective Date
☐ Organization
☐ Project Number
☐ Registration Status
☐ Total Value

Evaluation Data:
☐ Assessor Date
☐ Assessor Office
☐ Closed Date
☐ Contractor Due Date
☐ Due Date

User Roles:
☑ Focal Point
☐ Alternate Focal Point
☐ Assessing Official Rep
☐ Assessing Official
☐ Contractor Rep

1. **Enter Report Name**
2. **Select Report Parameters**
3. **Click Save Report**

Running a Saved Status



CPARS

Status Report Parameters

Select Saved Report:
- (Select Report)
- CONSTRUCTION CONTRACTS
- SERVICE CONTRACTS
- SYSTEMS CONTRACTS

Report Name: *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector: ☐Architect-Engineer ☐Construction ☐Nonsystems ☐Systems

Contract Status: ☐Current ☐Due ☐Overdue ☐Final

Evaluation Type: ☐Interim ☐Final ☐Addendum ☐None

Evaluation Status: ☐Registered ☐Initiated ☐Drafted ☐Rated ☐Reviewed ☐Finalized ☐Completed

Contract Number:

Organization: ALL

Contract Activity: Add (1st six positions of the Contract Number)

Selected Activity(s): (None Selected) Remove Remove All

Report Options - Use to Include Additional Columns

○**Counts** (options display when selected)

●**List of Contracts** (select optional data elements to include)

Contract Data: ☐Award Date ☐Business Sector ☐Company Name ☐Completion Date ☐Current Value ☐CAGE Code ☐DUNS ☐Effective Date ☐Organization ☐Project Number ☐Registration Status ☐Total Value

Evaluation Data: ☐Assessor Date ☐Assessor Office ☐Closed Date ☐Contractor Due Date ☐Due Date ☐Evaluation Type ☐U

User Roles: ☐Focal Point ☐Alternate Focal Point ☐Assessing Official Rep ☐Assessing Official ☐Contractor Rep ☐Reviewing Official

Run Report

Save Report

Return to the Main Menu

1. Select Saved Report
2. Click Run Report

To Do List

Common Uses for the To Do List

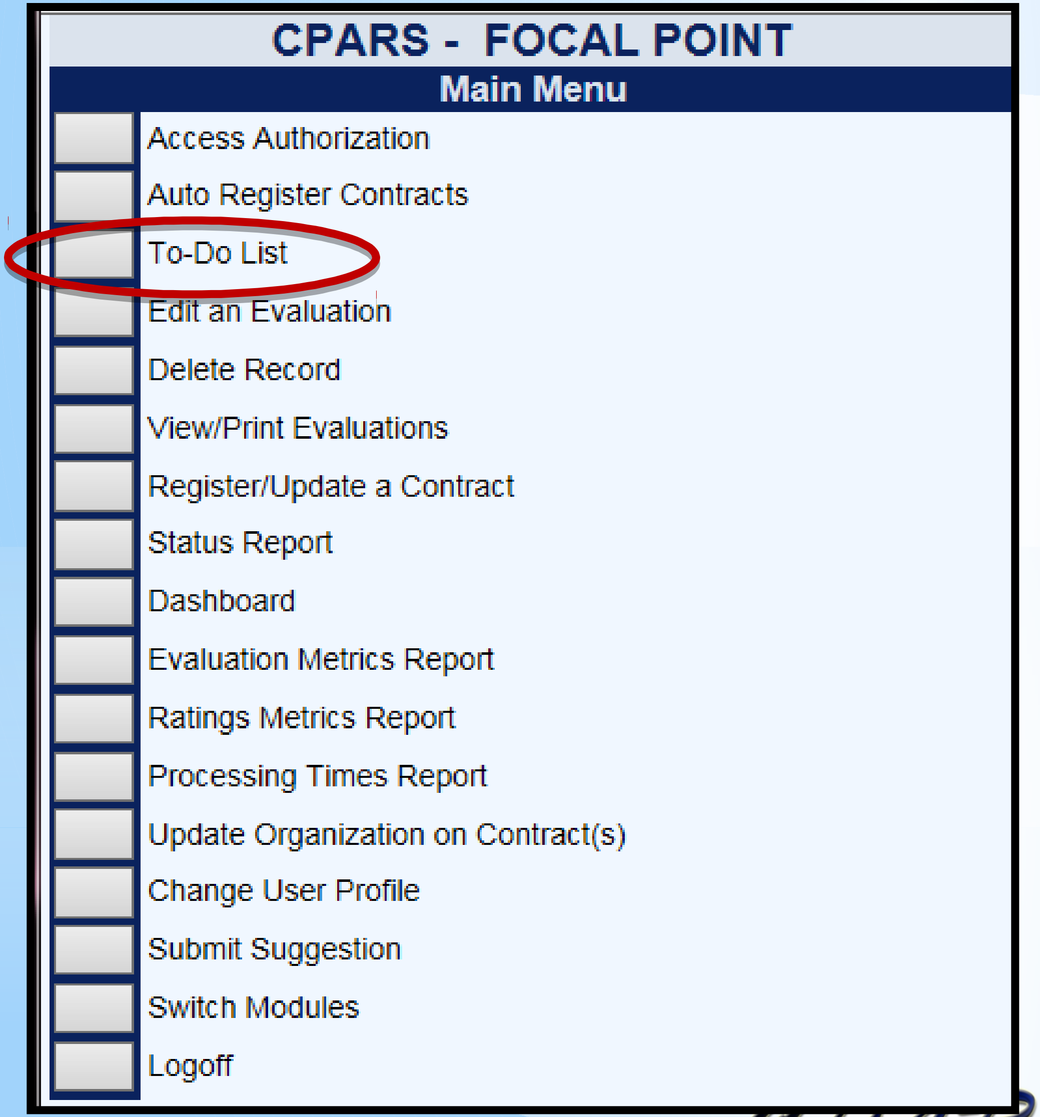
- ✓ Determine Which Contracts/Orders Have Actions Required in CPARS
- ✓ Determine the User Responsible for Taking Action on Each Contract/Order
- ✓ Determine the Specific Action Required on Each Contract/Order

The To Do List is an excellent tool to assist in monitoring and planning the CPARS workload.

To Do List Characteristics

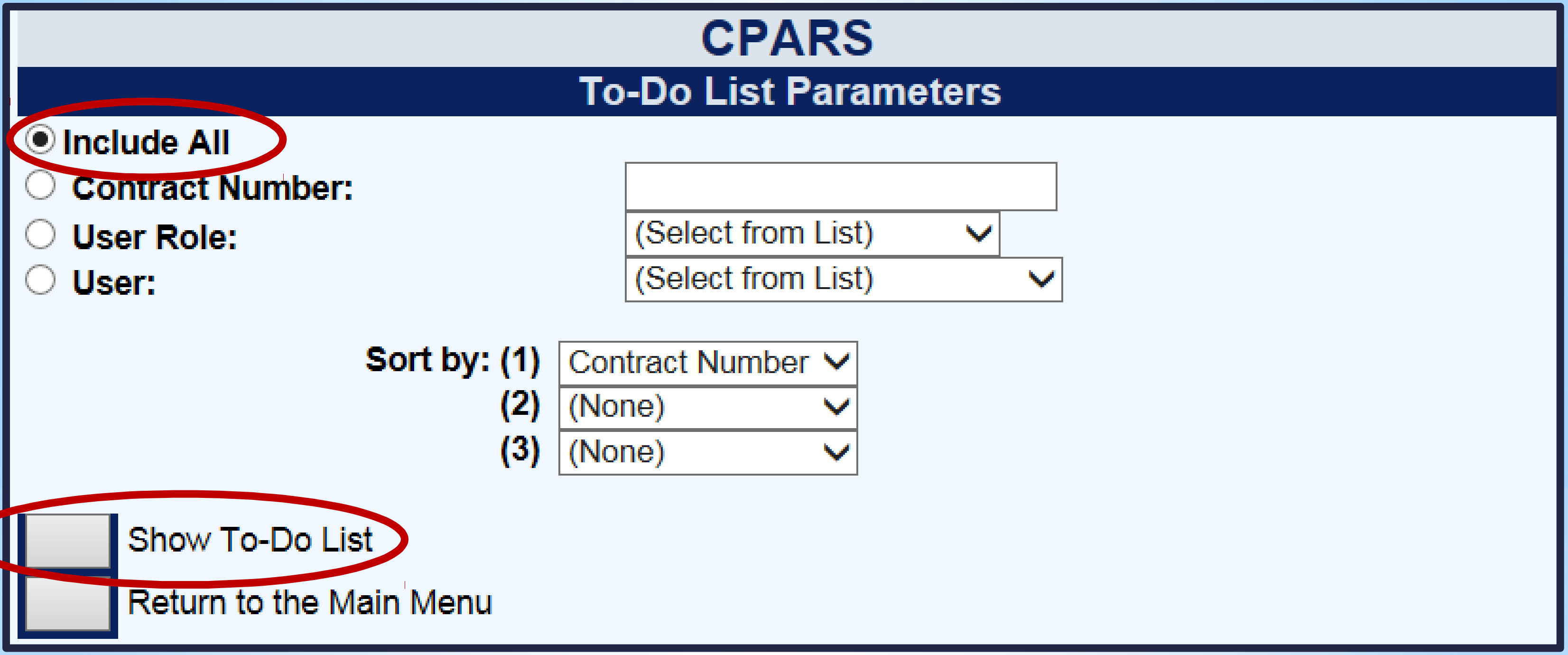
- ✓ APOC: Displays all evals with an action required for organization to which the APOC is assigned.
  - Example: APOC Assigned to VA SAO Central HQ sees evaluations with an organization of VA SAO Central HQ.
- ✓ FP/AFP: Displays all evals with an action required which the FP/AFP has registered.
- ✓ AOR/AO/CR/RO: Displays all evals which require action by the user.

Running To Do List


CPARS - FOCAL POINT
Main Menu
Access Authorization
Auto Register Contracts
To-Do List
Edit an Evaluation
Delete Record
View/Print Evaluations
Register/Update a Contract
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Update Organization on Contract(s)
Change User Profile
Submit Suggestion
Switch Modules
Logoff

At Main Menu, Select To Do List

Sample To Do List



CPARS

To-Do List Parameters

● Include All

○ Contract Number:

○ User Role: (Select from List)

○ User: (Select from List)

Sort by: (1) Contract Number

(2) (None)

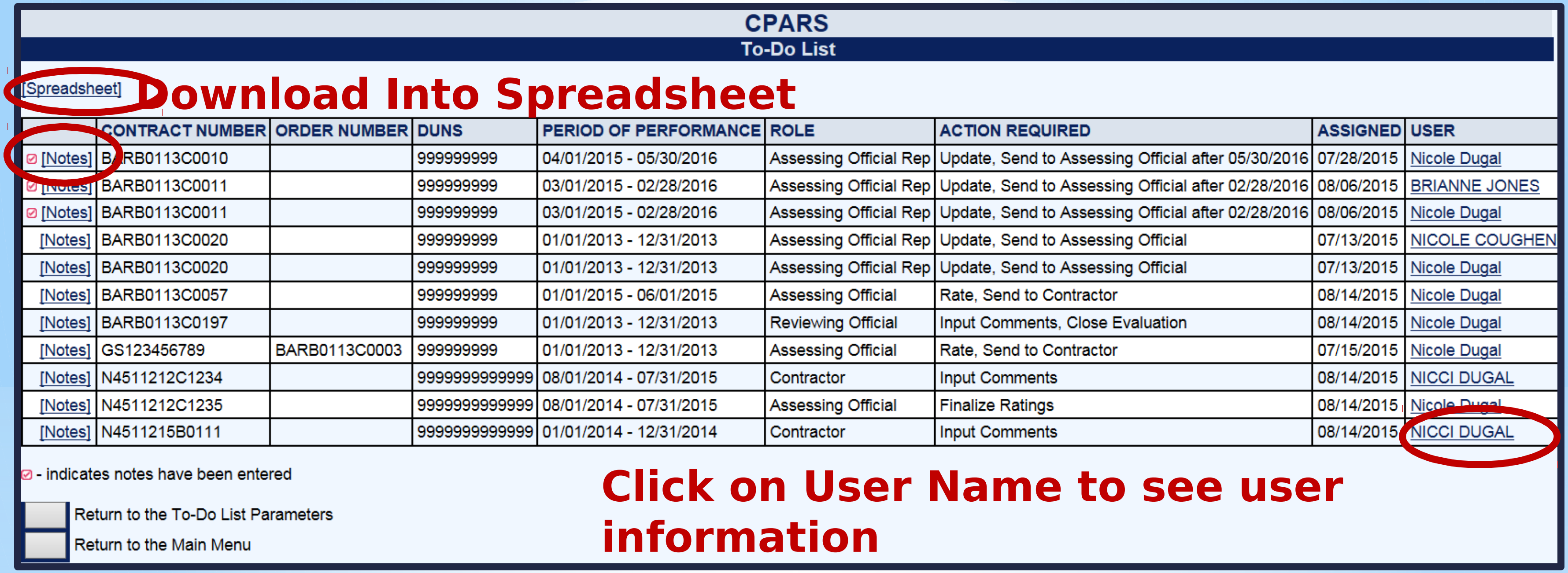
(3) (None)

Show To-Do List
Return to the Main Menu

Run To Do List to include all evals that require action.

CPARS
Contractor Performance Assessment Reporting System

Sample To Do List



CPARS

To-Do List

[Spreadsheet]

Download Into Spreadsheet

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
☑ [Notes]	BARB0113C0010		999999999	04/01/2015 - 05/30/2016	Assessing Official Rep	Update, Send to Assessing Official after 05/30/2016	07/28/2015	Nicole Dugal
☑ [Notes]	BARB0113C0011		999999999	03/01/2015 - 02/28/2016	Assessing Official Rep	Update, Send to Assessing Official after 02/28/2016	08/06/2015	BRIANNE JONES
☑ [Notes]	BARB0113C0011		999999999	03/01/2015 - 02/28/2016	Assessing Official Rep	Update, Send to Assessing Official after 02/28/2016	08/06/2015	Nicole Dugal
[Notes]	BARB0113C0020		999999999	01/01/2013 - 12/31/2013	Assessing Official Rep	Update, Send to Assessing Official	07/13/2015	NICOLE COUGHEN
[Notes]	BARB0113C0020		999999999	01/01/2013 - 12/31/2013	Assessing Official Rep	Update, Send to Assessing Official	07/13/2015	Nicole Dugal
[Notes]	BARB0113C0057		999999999	01/01/2015 - 06/01/2015	Assessing Official	Rate, Send to Contractor	08/14/2015	Nicole Dugal
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Reviewing Official	Input Comments, Close Evaluation	08/14/2015	Nicole Dugal
[Notes]	GS123456789	BARB0113C0003	999999999	01/01/2013 - 12/31/2013	Assessing Official	Rate, Send to Contractor	07/15/2015	Nicole Dugal
[Notes]	N4511212C1234		9999999999999	08/01/2014 - 07/31/2015	Contractor	Input Comments	08/14/2015	NICCI DUGAL
[Notes]	N4511212C1235		9999999999999	08/01/2014 - 07/31/2015	Assessing Official	Finalize Ratings	08/14/2015	Nicole Dugal
[Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Contractor	Input Comments	08/14/2015	NICCI DUGAL

☑ - indicates notes have been entered

Click on User Name to see user information

Columns on To Do List

- Notes
  - Visible on Status Report and To Do List Until Eval is Completed
- Contract Number
- Order Number
- DUNS
  - As Reported in FPDS
- Period of Performance
  - Indicates Begin Date and End Date Of Eval Period
- Role
  - User Role Responsible for Next Action on Eval

Columns on To Do List

✓Action Required

- The Next Action Required to Move Eval Through CPARS Workflow

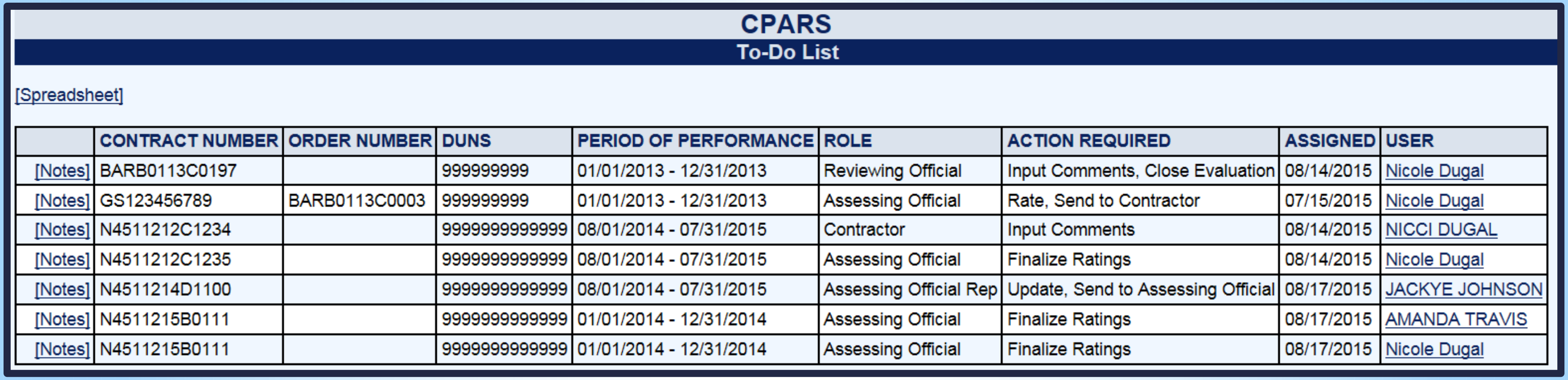
✓Assigned

- Date Eval was Routed to the CPARS User Role Indicated in Role Column

✓User

- Specific Individual for Action Required
- Note: If More Than One Individual is Assigned to a User Role for Contract/Order, Eval Will Appear on To Do List with Separate Entry for Each Individual User
- If No Individual is Assigned to Role Responsible for Action Required, User Appears as “Unassigned”

Sample To Do List



CPARS
To-Do List

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Reviewing Official	Input Comments, Close Evaluation	08/14/2015	Nicole Dugal
[Notes]	GS123456789	BARB0113C0003	999999999	01/01/2013 - 12/31/2013	Assessing Official	Rate, Send to Contractor	07/15/2015	Nicole Dugal
[Notes]	N4511212C1234		9999999999999	08/01/2014 - 07/31/2015	Contractor	Input Comments	08/14/2015	NICCI DUGAL
[Notes]	N4511212C1235		9999999999999	08/01/2014 - 07/31/2015	Assessing Official	Finalize Ratings	08/14/2015	Nicole Dugal
[Notes]	N4511214D1100		9999999999999	08/01/2014 - 07/31/2015	Assessing Official Rep	Update, Send to Assessing Official	08/17/2015	JACKYE JOHNSON
[Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	AMANDA TRAVIS
[Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	Nicole Dugal

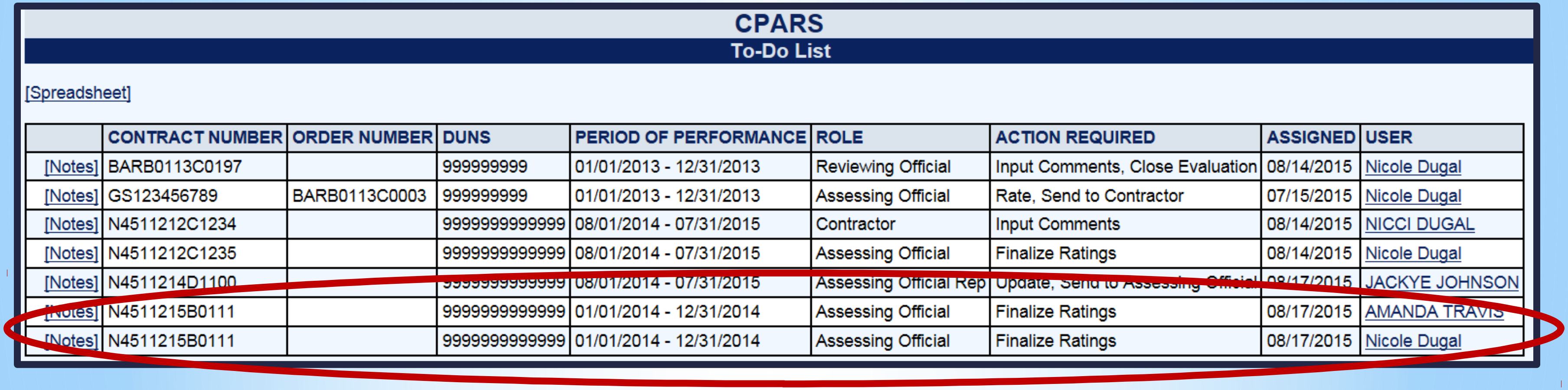
This To Do List was run on 8/17/2015.

The eval for contract N4511214D1100 period of performance 08/01/2014 – 07/31/2015 is ready for the AOR to enter the ratings and send to the AO. The AOR for this eval is Jackye Johnson, this eval was assigned to the AOR for action on 08/17/2015.

The eval for contract GS123456789 BARB0113C0003 period of performance 01/01/2013 – 12/31/2013 is ready for the AO to enter ratings and send to the CR. The AO for this eval is Nicole Dugal, this eval was assigned to the AO for action on 07/15/2015.

The eval for contract N4511215B0111 period of performance 01/01/2014 – 12/31/2014 is ready for the AO to finalize the ratings and close the eval.

Sample To Do List



CPARS

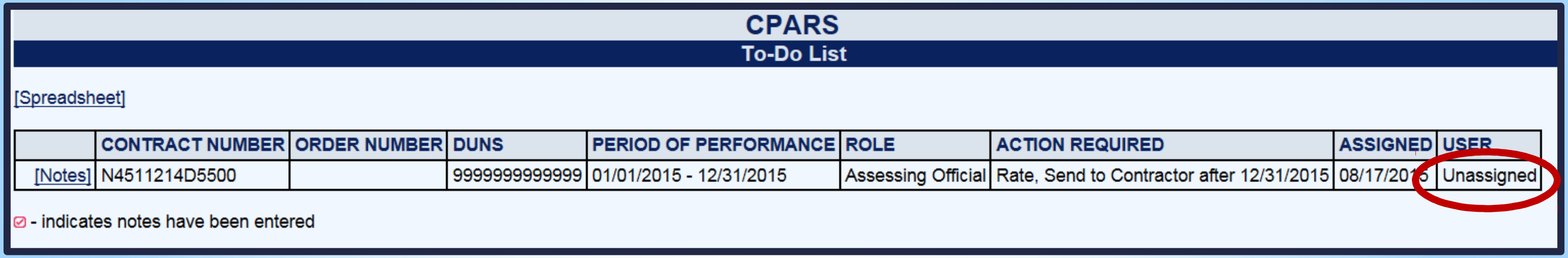
To-Do List

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Reviewing Official	Input Comments, Close Evaluation	08/14/2015	Nicole Dugal
[Notes]	GS123456789	BARB0113C0003	999999999	01/01/2013 - 12/31/2013	Assessing Official	Rate, Send to Contractor	07/15/2015	Nicole Dugal
[Notes]	N4511212C1234		9999999999999	08/01/2014 - 07/31/2015	Contractor	Input Comments	08/14/2015	NICCI DUGAL
[Notes]	N4511212C1235		9999999999999	08/01/2014 - 07/31/2015	Assessing Official	Finalize Ratings	08/14/2015	Nicole Dugal
[Notes]	N4511214D1100		9999999999999	08/01/2014 - 07/31/2015	Assessing Official Rep	Update, Send to Assessing Official	08/17/2015	JACKYE JOHNSON
[Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	AMANDA TRAVIS
[Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	Nicole Dugal

N4511215B0111: This contract has 2 AOs assigned, the AOs are Amanda Travis and Nicole Dugal. The eval is waiting for the AO to update and close the evaluation. Notice that there is a separate entry on the To Do List for each AO assigned.

Sample To Do List



CPARS

To-Do List

[Spreadsheet]

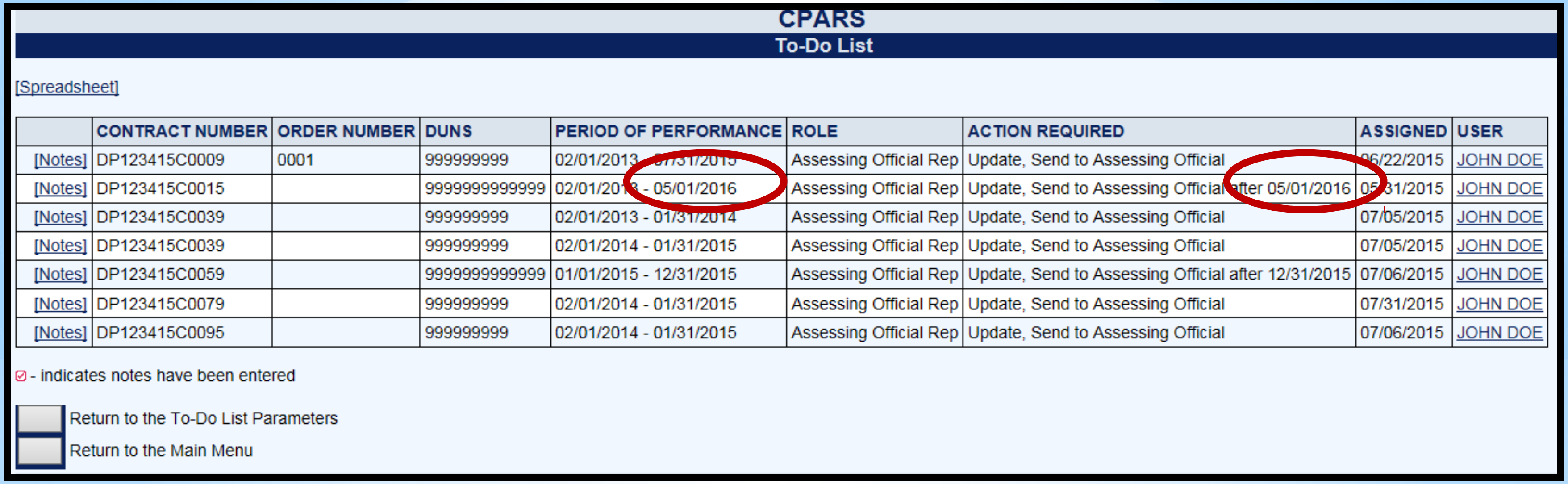
	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
[Notes]	N4511214D5500		9999999999999	01/01/2015 - 12/31/2015	Assessing Official	Rate, Send to Contractor after 12/31/2015	08/17/2015	Unassigned

☑ - indicates notes have been entered

N4511214D5500: There is an eval in process for contract N4511214D5500 at the AO level that needs to be rated and sent to the CR. There is no AO currently assigned to this contract, as indicated by the user name of "Unassigned".

The FP/AFP should assign an AO to this contract as soon as possible so that the eval can be processed through the CPARS workflow.

Sample To Do List



CPARS

To-Do List

[Spreadsheet]

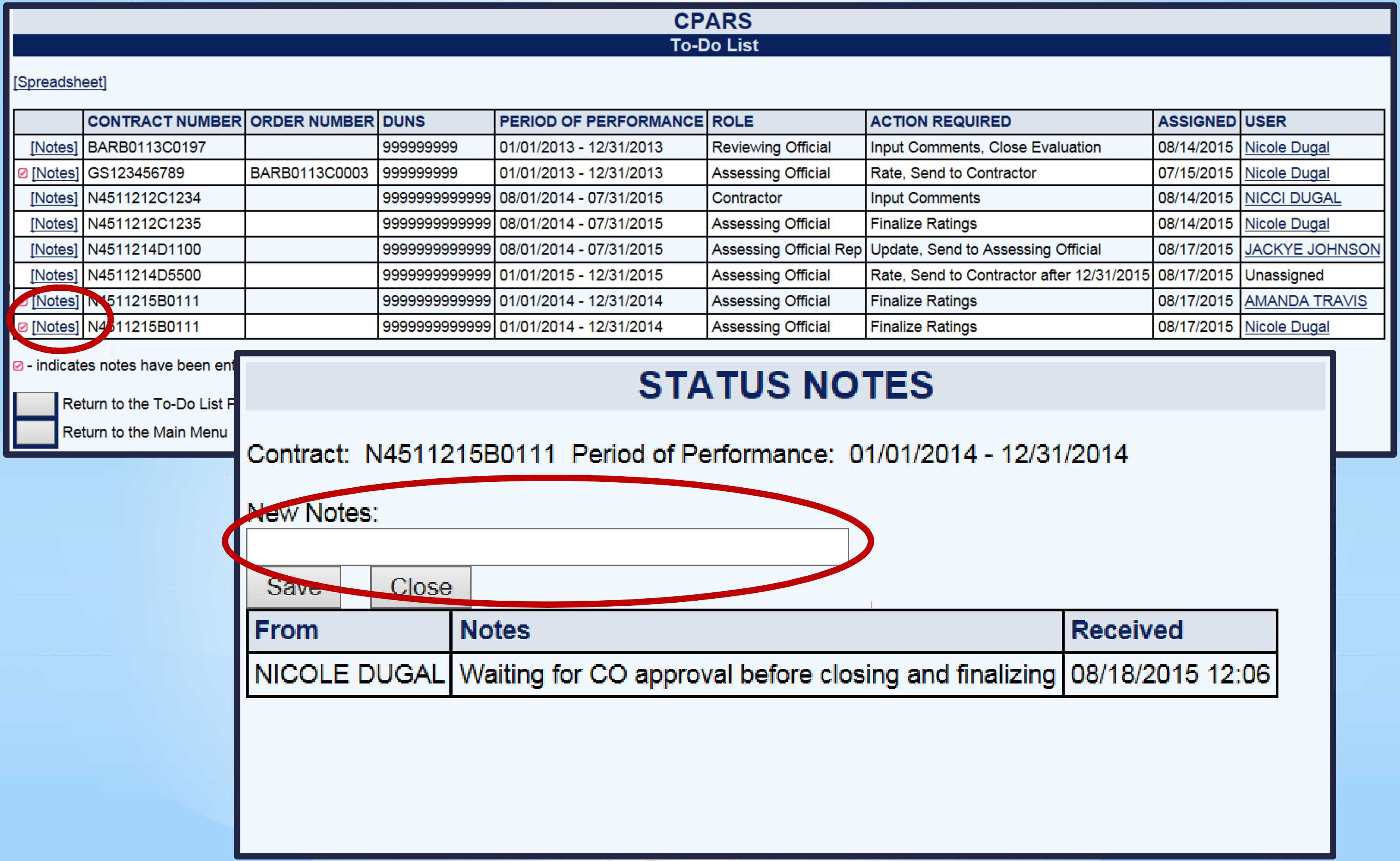
	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
[Notes]	DP123415C0009	0001	999999999	02/01/2013 - 07/31/2015	Assessing Official Rep	Update, Send to Assessing Official	06/22/2015	JOHN DOE
[Notes]	DP123415C0015		9999999999999	02/01/2013 - 05/01/2016	Assessing Official Rep	Update, Send to Assessing Official after 05/01/2016	05/31/2015	JOHN DOE
[Notes]	DP123415C0039		999999999	02/01/2013 - 01/31/2014	Assessing Official Rep	Update, Send to Assessing Official	07/05/2015	JOHN DOE
[Notes]	DP123415C0039		999999999	02/01/2014 - 01/31/2015	Assessing Official Rep	Update, Send to Assessing Official	07/05/2015	JOHN DOE
[Notes]	DP123415C0059		9999999999999	01/01/2015 - 12/31/2015	Assessing Official Rep	Update, Send to Assessing Official after 12/31/2015	07/06/2015	JOHN DOE
[Notes]	DP123415C0079		999999999	02/01/2014 - 01/31/2015	Assessing Official Rep	Update, Send to Assessing Official	07/31/2015	JOHN DOE
[Notes]	DP123415C0095		999999999	02/01/2014 - 01/31/2015	Assessing Official Rep	Update, Send to Assessing Official	07/06/2015	JOHN DOE

☑ - indicates notes have been entered

This To Do List was run on 07/31/2015. Notice that actions with a POP End Date AFTER 07/31/2015 display the POP End Date in the Action Required column.

This feature helps to prioritize which actions need to be completed first.

To Do List - Notes



CPARS

To-Do List

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Reviewing Official	Input Comments, Close Evaluation	08/14/2015	Nicole Dugal
☑ [Notes]	GS123456789	BARB0113C0003	999999999	01/01/2013 - 12/31/2013	Assessing Official	Rate, Send to Contractor	07/15/2015	Nicole Dugal
[Notes]	N4511212C1234		9999999999999	08/01/2014 - 07/31/2015	Contractor	Input Comments	08/14/2015	NICCI DUGAL
[Notes]	N4511212C1235		9999999999999	08/01/2014 - 07/31/2015	Assessing Official	Finalize Ratings	08/14/2015	Nicole Dugal
[Notes]	N4511214D1100		9999999999999	08/01/2014 - 07/31/2015	Assessing Official Rep	Update, Send to Assessing Official	08/17/2015	JACKYE JOHNSON
[Notes]	N4511214D5500		9999999999999	01/01/2015 - 12/31/2015	Assessing Official	Rate, Send to Contractor after 12/31/2015	08/17/2015	Unassigned
☑ [Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	AMANDA TRAVIS
☑ [Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	Nicole Dugal

☑ - indicates notes have been ent

☐ Return to the To-Do List P

☐ Return to the Main Menu

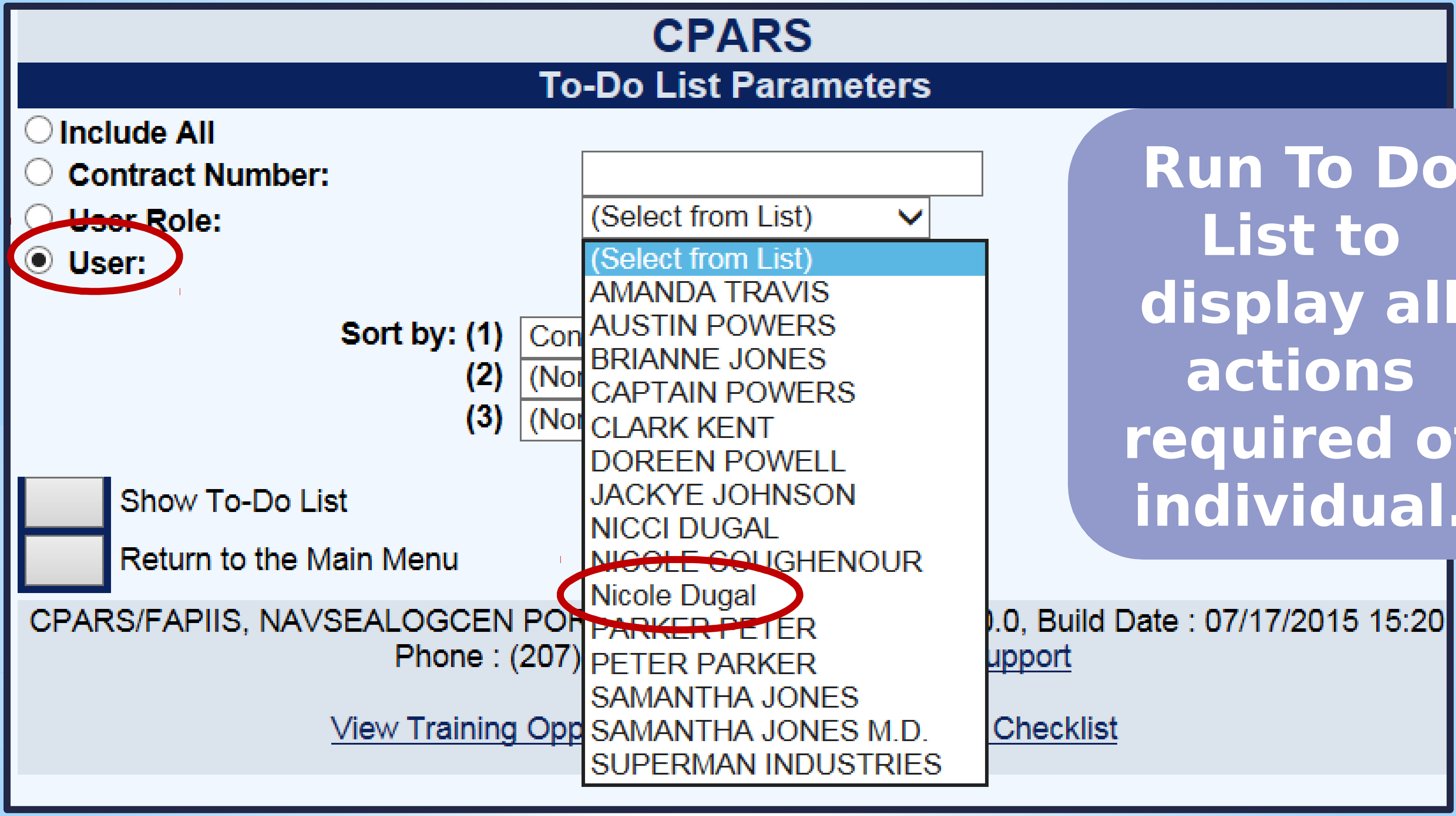
STATUS NOTES

Contract: N4511215B0111 Period of Performance: 01/01/2014 - 12/31/2014

New Notes:

From	Notes	Received
NICOLE DUGAL	Waiting for CO approval before closing and finalizing	08/18/2015 12:06

To Do List by User Role



CPARS

To-Do List Parameters

○ Include All

○ Contract Number:

○ User Role: (Select from List)

● User:

Sort by: (1) Con

(2) (Nor

(3) (Nor

Show To-Do List

Return to the Main Menu

(Select from List)
AMANDA TRAVIS
AUSTIN POWERS
BRIANNE JONES
CAPTAIN POWERS
CLARK KENT
DOREEN POWELL
JACKYE JOHNSON
NICCI DUGAL
NICOLE COUGHENOUR
Nicole Dugal
PARKER PETER
PETER PARKER
SAMANTHA JONES
SAMANTHA JONES M.D.
SUPERMAN INDUSTRIES

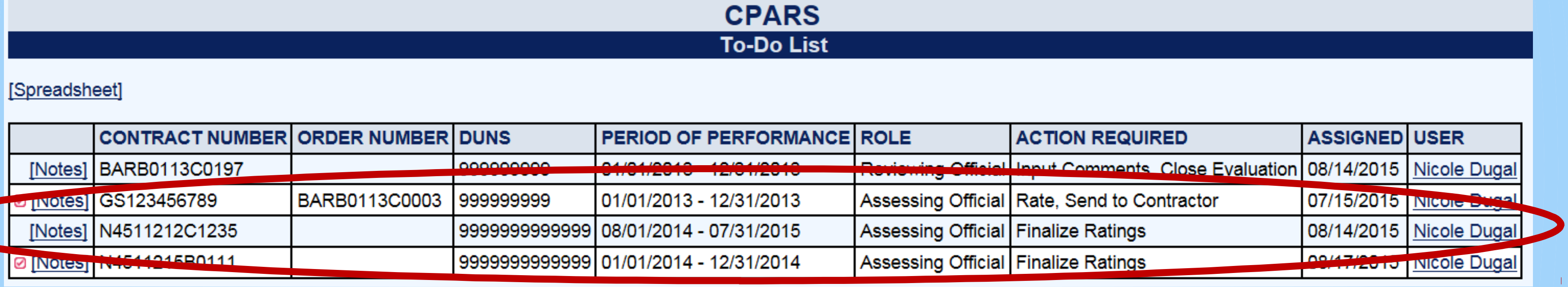
CPARS/FAPIIS, NAVSEALOGCEN POR .0, Build Date : 07/17/2015 15:20

Phone : (207) upport

View Training Opp Checklist

Run To Do List to display all actions required of individual.

To Do List by User Role



CPARS
To-Do List

[Spreadsheet]

	CONTRACT NUMBER	ORDER NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
[Notes]	BARB0113C0197		999999999	01/01/2013 - 12/31/2013	Reviewing Official	Input Comments, Close Evaluation	08/14/2015	Nicole Dugal
☑ [Notes]	GS123456789	BARB0113C0003	999999999	01/01/2013 - 12/31/2013	Assessing Official	Rate, Send to Contractor	07/15/2015	Nicole Dugal
[Notes]	N4511212C1235		9999999999999	08/01/2014 - 07/31/2015	Assessing Official	Finalize Ratings	08/14/2015	Nicole Dugal
☑ [Notes]	N4511215B0111		9999999999999	01/01/2014 - 12/31/2014	Assessing Official	Finalize Ratings	08/17/2015	Nicole Dugal

Nicole Dugal needs to rate the eval for contract GS123456789 order BARB0113C0003 and send it to the CR.

Nicole has also received comments from the CR on contract N4511212C1235 and needs to finalize ratings.

Note: This feature is helpful when one of your users wants a list of all of their outstanding actions in CPARS.

Auto Register

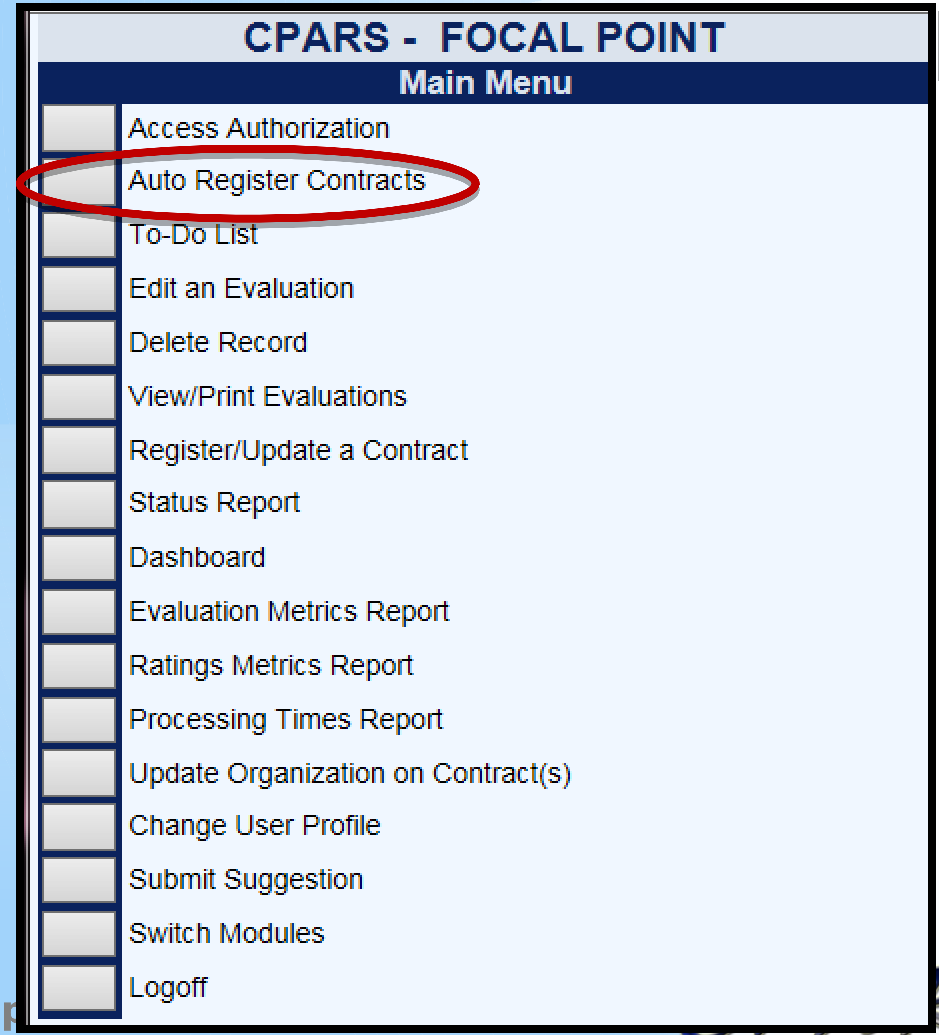
Common Uses for the Auto Register Report

- ✓Determine Which Contracts/Orders for a Specific Contract Office Code(s) Require Evals in CPARS
- ✓Register Contracts/Orders in CPARS
- ✓Remove Contracts/Orders Which Will Not Be Reported in CPARS From the Auto Register List
  - Applies to Indefinite Delivery Contracts (IDV) Only
- ✓View a List of Contracts/Orders Which Have Been Removed From the Auto Register List and By Whom
- ✓View Basic Contract Information for a Specific Contract/Order

Auto Register Characteristics

- ✓APOC: Displays all contracts/orders which require CPARS evals for a particular Contract Office Code(s).
  - Only displays contracts/orders which have NOT been registered.
- ✓FP/AFP: Displays all contracts/orders which require CPARS evals for a particular Contract Office Code(s).
  - Only displays contracts/orders which have NOT been registered.
  - Note: FP/AFPs can only register contracts/orders which belong to their agency.

Running the Auto Register Report
FP)



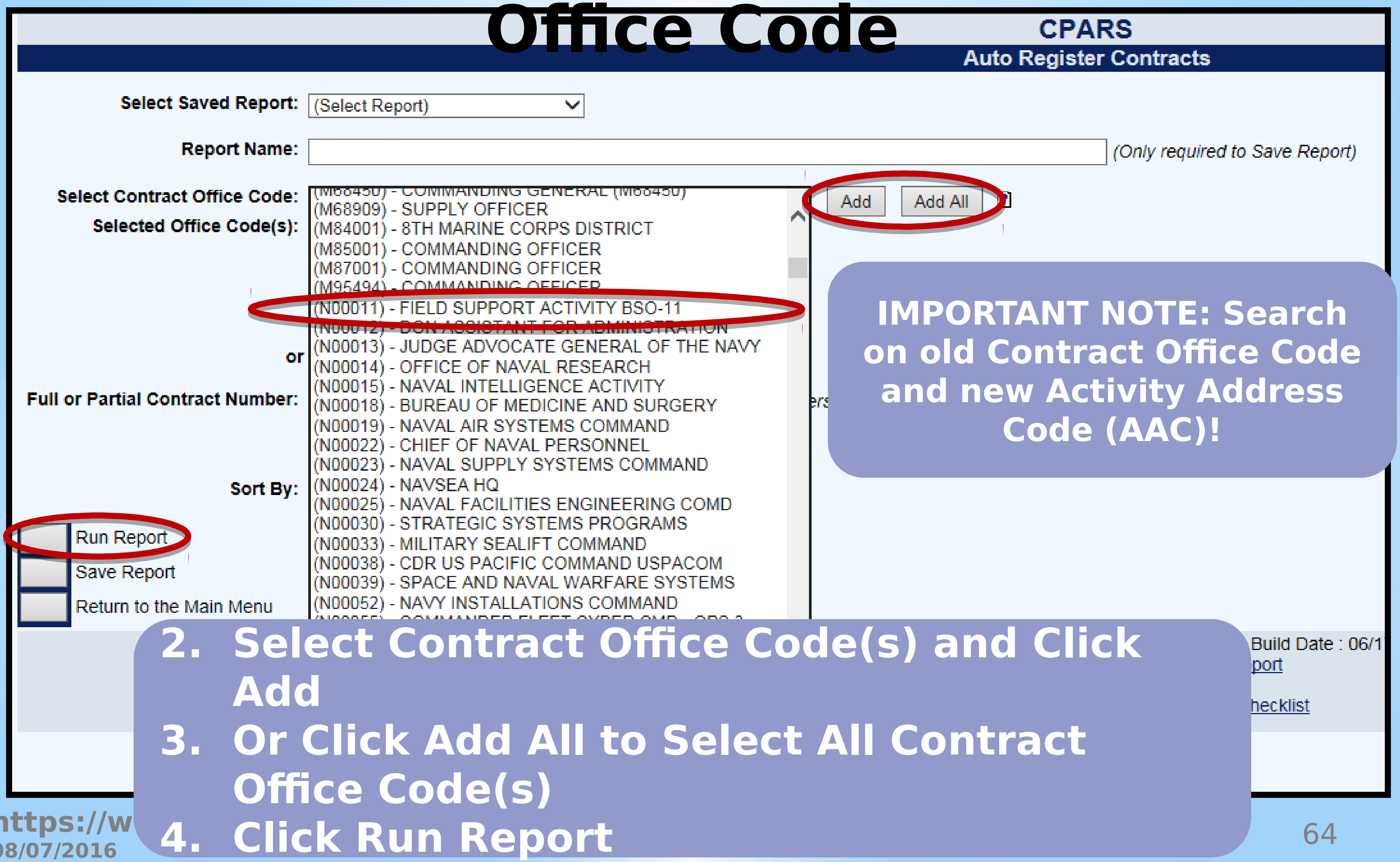
CPARS - FOCAL POINT

Main Menu

- Access Authorization
- Auto Register Contracts
- To-Do List
- Edit an Evaluation
- Delete Record
- View/Print Evaluations
- Register/Update a Contract
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Update Organization on Contract(s)
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

At Main Menu, select Auto Register Contracts

Running the Auto Register Report – Search by Contract Office Code



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Select Contract Office Code:

Selected Office Code(s):

(M68450) - COMMANDING GENERAL (M68450)
(M68909) - SUPPLY OFFICER
(M84001) - 8TH MARINE CORPS DISTRICT
(M85001) - COMMANDING OFFICER
(M87001) - COMMANDING OFFICER
(M95494) - COMMANDING OFFICER
(N00011) - FIELD SUPPORT ACTIVITY BSO-11
(N00012) - DON ASSISTANT FOR ADMINISTRATION
(N00013) - JUDGE ADVOCATE GENERAL OF THE NAVY
(N00014) - OFFICE OF NAVAL RESEARCH
(N00015) - NAVAL INTELLIGENCE ACTIVITY
(N00018) - BUREAU OF MEDICINE AND SURGERY
(N00019) - NAVAL AIR SYSTEMS COMMAND
(N00022) - CHIEF OF NAVAL PERSONNEL
(N00023) - NAVAL SUPPLY SYSTEMS COMMAND
(N00024) - NAVSEA HQ
(N00025) - NAVAL FACILITIES ENGINEERING COMD
(N00030) - STRATEGIC SYSTEMS PROGRAMS
(N00033) - MILITARY SEALIFT COMMAND
(N00038) - CDR US PACIFIC COMMAND USPACOM
(N00039) - SPACE AND NAVAL WARFARE SYSTEMS
(N00052) - NAVY INSTALLATIONS COMMAND

or

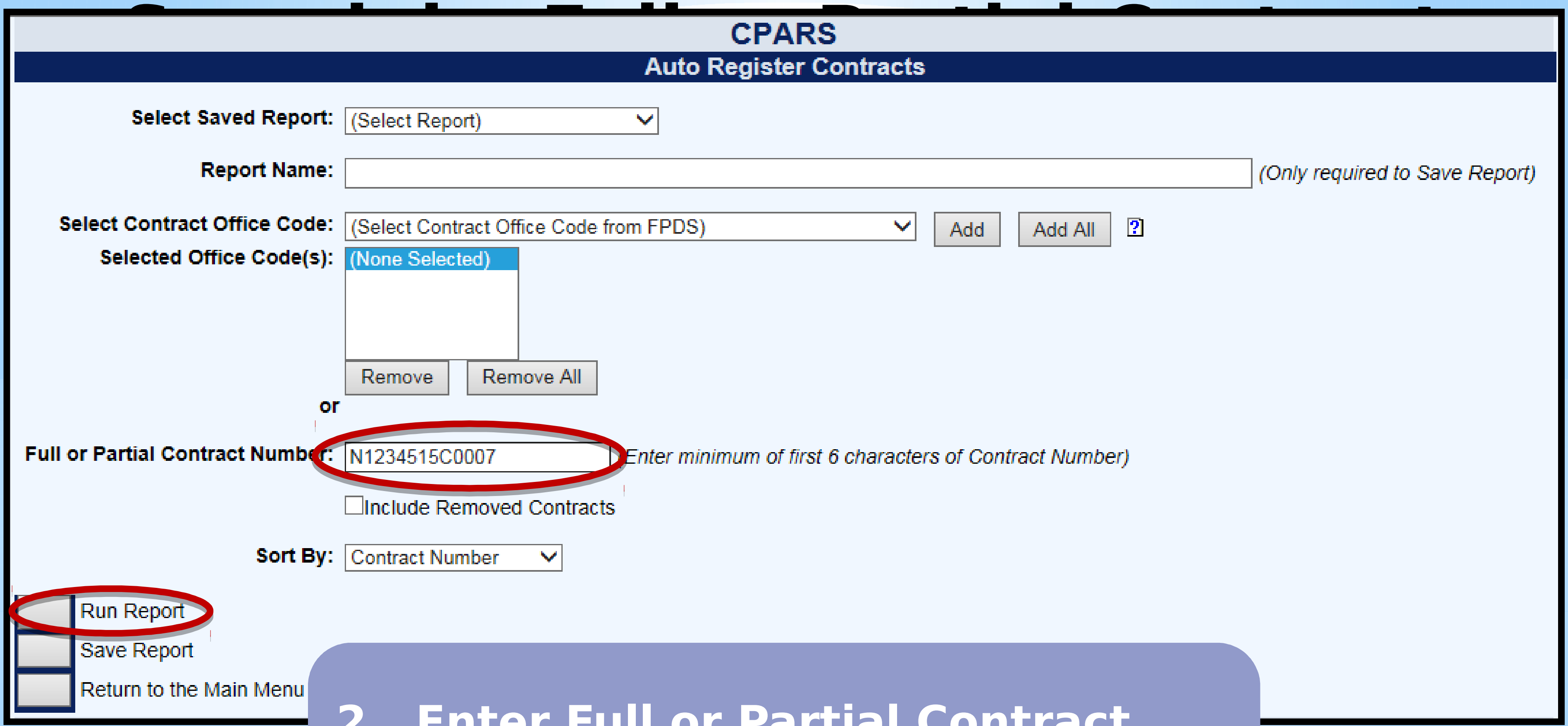
Full or Partial Contract Number:

Sort By:

IMPORTANT NOTE: Search on old Contract Office Code and new Activity Address Code (AAC)!

2. **Select Contract Office Code(s) and Click Add**
3. **Or Click Add All to Select All Contract Office Code(s)**
4. **Click Run Report**

Running the Auto Register Report –



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: (Only required to Save Report)

Select Contract Office Code: (Select Contract Office Code from FPDS)

Selected Office Code(s): (None Selected)

or

Full or Partial Contract Number: N1234515C0007 (Enter minimum of first 6 characters of Contract Number)

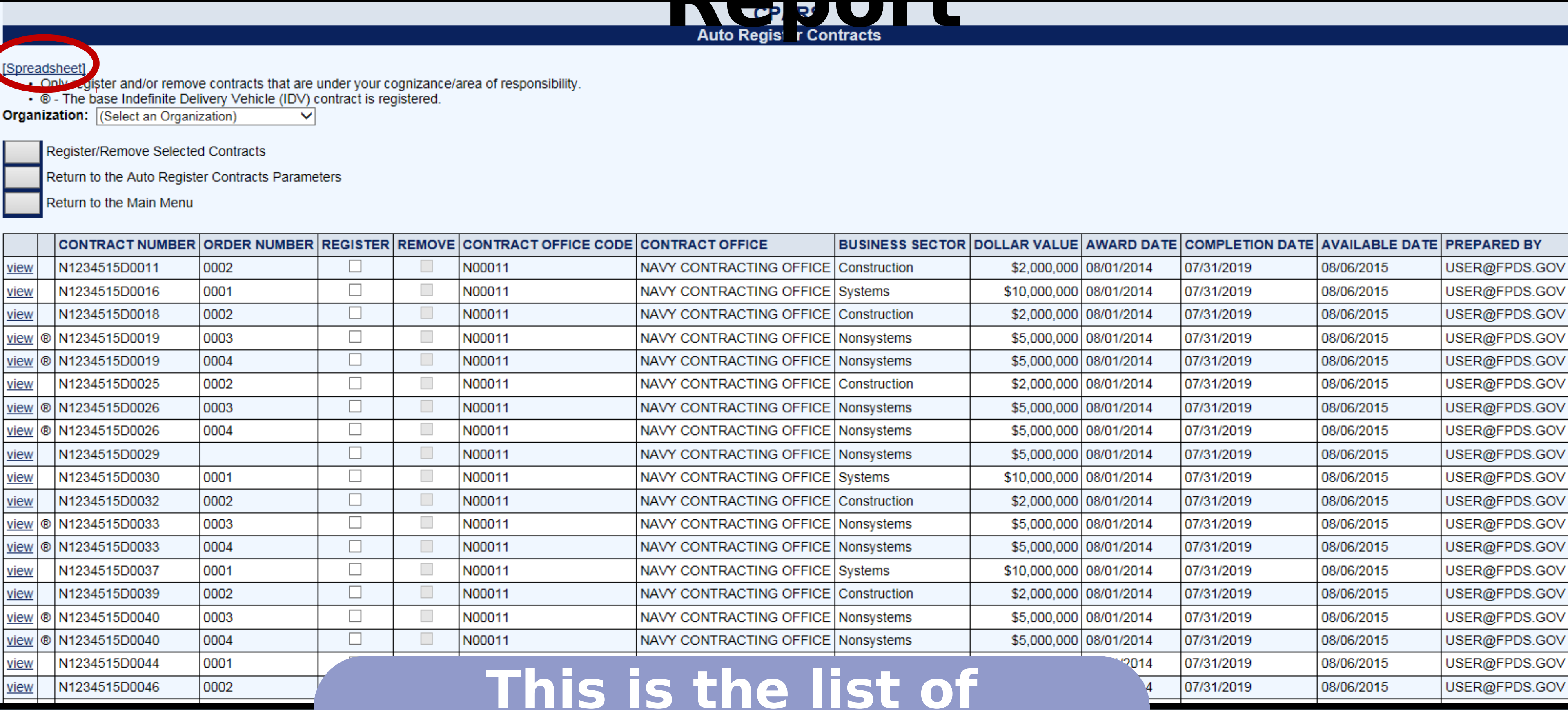
☐ Include Removed Contracts

Sort By: Contract Number

Add
Add All
?
Remove
Remove All
Run Report
Save Report
Return to the Main Menu

2. Enter Full or Partial Contract Number
3. Click Run Report

Sample Auto Register Report



CP R

Auto Regis r Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: (Select an Organization)

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		N1234515D0011	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0016	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0018	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0019	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0019	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0025	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0029		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0030	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0032	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0033	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0033	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0037	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0039	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0040	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0040	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0044	0001							/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0046	0002							4	07/31/2019	08/06/2015	USER@FPDS.GOV

This is the list of contracts/orders for Contract Office Code N00011 which require evals in CPARS.

Columns on the Auto Register Report

- ✓Contract Number
- ✓Order Number
- ✓Select
  - Used By FP/AFP to Choose a Contract/Order to Register or Remove
- ✓Contract Office Code
  - Indicated in FPDS on Most Recent Mod to Contract/Order
- ✓Contract Office
  - Contract Office Which Processed Most Recent Mod to Contract/Order in FPDS

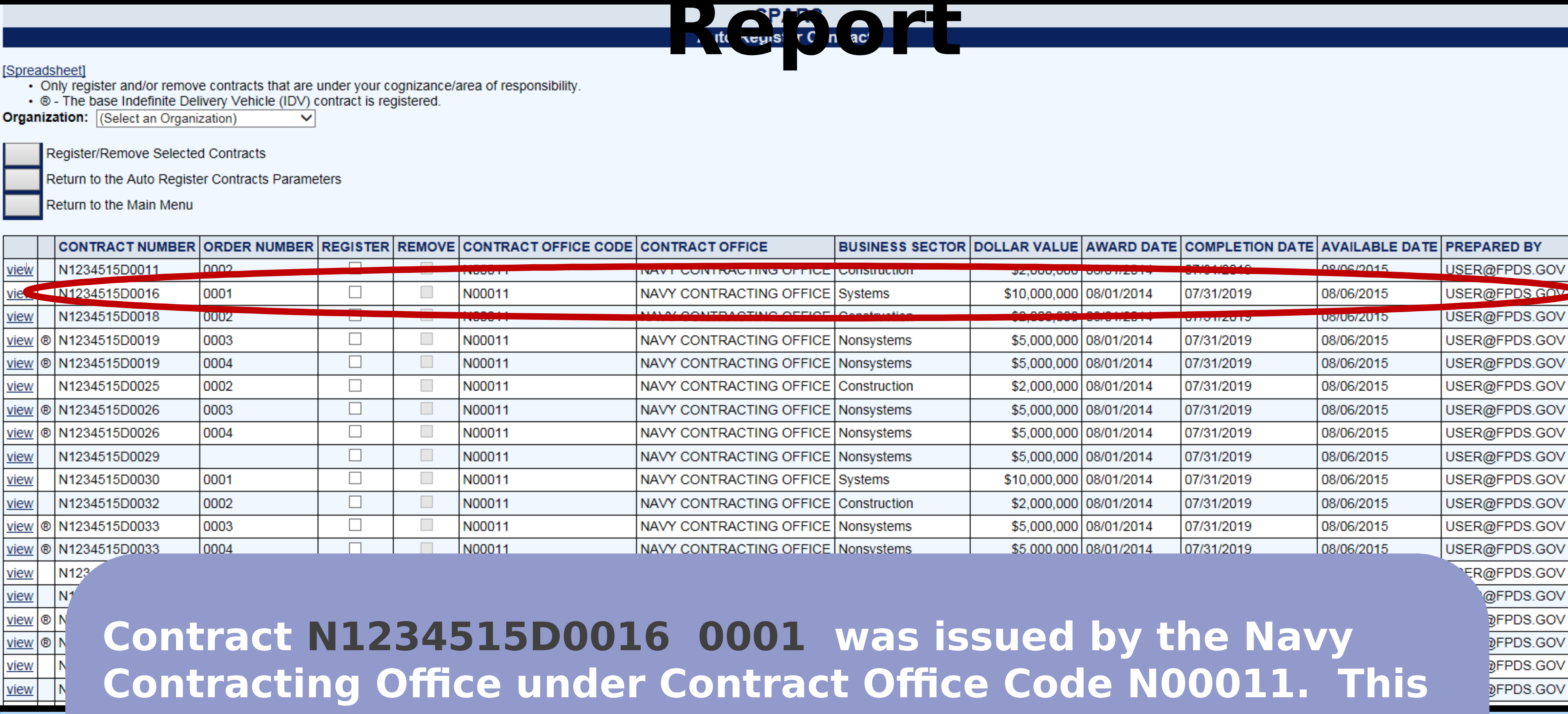
Columns on the Auto Register Report

- ✓Business Sector-Subsector
  - Architect-Engineering
  - Construction
  - Non-Systems (i.e., Operations Support, Services, Information Technology)
  - Systems
  - Determined By Product or Service Code (PSC) in FPDS
- ✓Dollar Value
  - Total Base and All Option Value for Contract/Order in FPDS
- ✓Award Date
  - Signed Date of Basic Contract/Order Award (Mod 0) in FPDS

Columns on the Auto Register Report

- ✓ Completion Date
  - For Non IDV's – Estimated Ultimate Completion Date on Most Recent Mod for Contract/Order in FPDS
  - For IDV – Last Date to Order for IDV on Most Recent Mod in FPDS.
- ✓ Available Date
  - Date the Original Award Record for Contract/Order was Received in CPARS From FPDS
- ✓ Prepared by
  - FPDS User Name for Individual Who Entered Most Recent Mod for Contract/Order in FPDS

Sample Auto Register Report



CPARS

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: (Select an Organization)

Register/Remove Selected Contracts

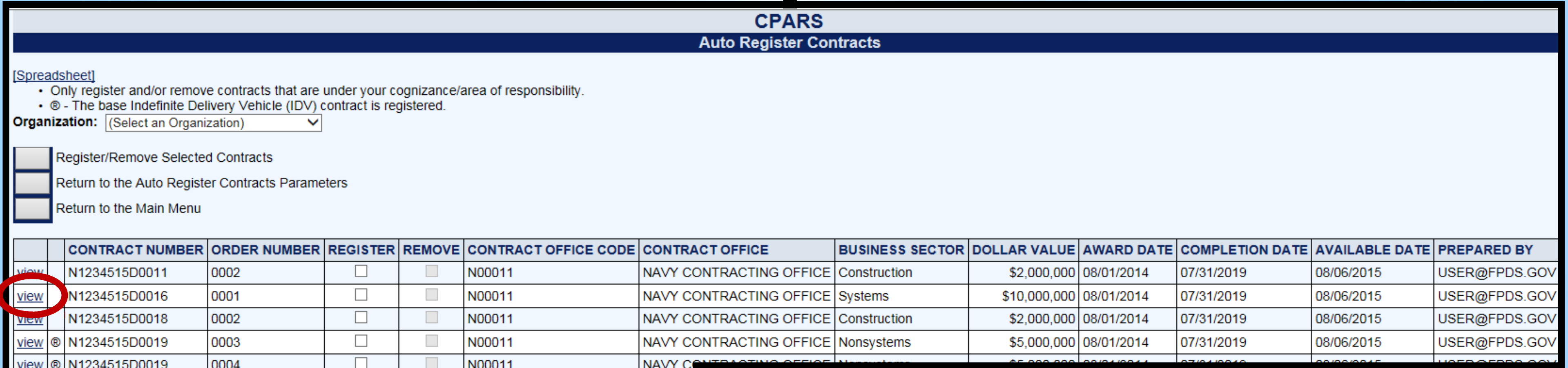
Return to the Auto Register Contracts Parameters

Return to the Main Menu

		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		N1234515D0011	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0016	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0018	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0019	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0019	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0025	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0029		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0030	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0032	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0033	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0033	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N123											ER@FPDS.GOV
view		N1											@FPDS.GOV
view	®	N											@FPDS.GOV
view	®	N											@FPDS.GOV
view		N											@FPDS.GOV
view		N											@FPDS.GOV

Contract N1234515D0016 0001 was issued by the Navy Contracting Office under Contract Office Code N00011. This is a systems contract for $10,000,000 which requires an eval in CPARS. It was awarded on 8/1/2014 and has a completion date of 7/31/2019. For additional information about the contract, it may be helpful to contact the FPDS user indicated in the Prepared By column.

Sample Auto Register Report



CPARS

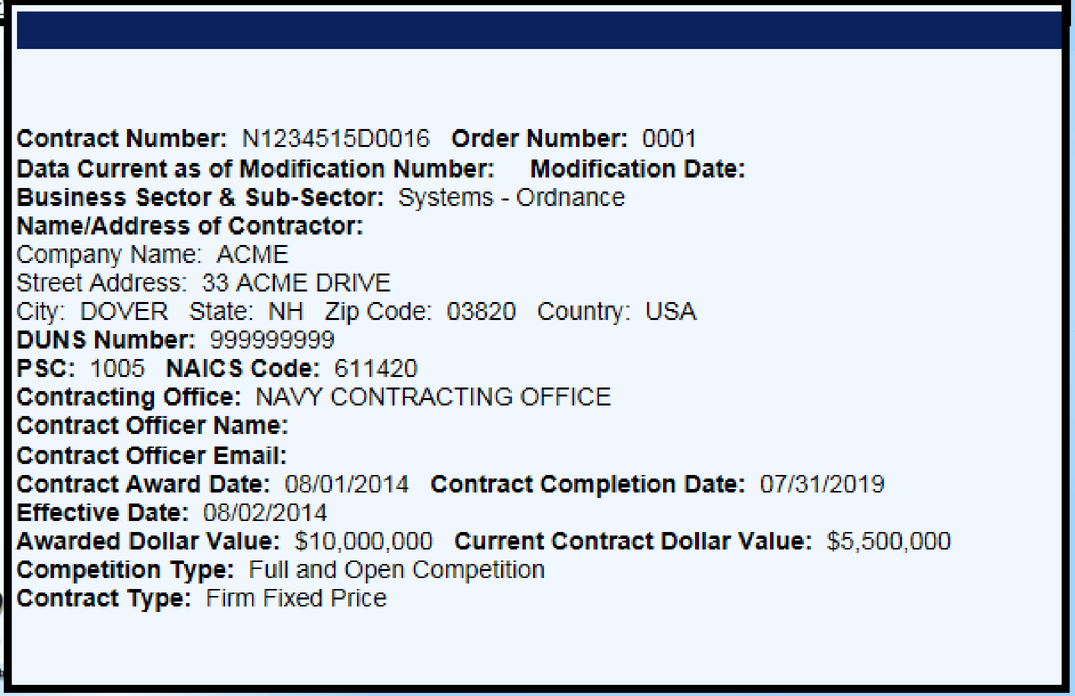
Auto Register Contracts

[Spreadsheet]
- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: (Select an Organization)

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		N1234515D0011	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0016	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0018	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0019	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0019	0004	☐	☐	N00011	NAVY C						



Contract Number: N1234515D0016 **Order Number:** 0001

Data Current as of Modification Number: **Modification Date:**

Business Sector & Sub-Sector: Systems - Ordnance

Name/Address of Contractor:

Company Name: ACME

Street Address: 33 ACME DRIVE

City: DOVER State: NH Zip Code: 03820 Country: USA

DUNS Number: 999999999

PSC: 1005 **NAICS Code:** 611420

Contracting Office: NAVY CONTRACTING OFFICE

Contract Officer Name:

Contract Officer Email:

Contract Award Date: 08/01/2014 **Contract Completion Date:** 07/31/2019

Effective Date: 08/02/2014

Awarded Dollar Value: $10,000,000 **Current Contract Dollar Value:** $5,500,000

Competition Type: Full and Open Competition

Contract Type: Firm Fixed Price

View the basic contract information for contract **N1234515D0016 0001.**

Basic Contract Info – Auto Register

- ✓Contract Number
  - For Non IDV – Award ID in FPDS
  - For IDV – IDV ID in FPDS
    - For Order/Call Against IDV it is the Referenced IDV ID in FPDS
- ✓Order Number
  - For Order Under IDV – Order ID in FPDS
- ✓Data Current as of Modification Number
  - Modification Number of Most Recent Mod that CPARS Has Received From FPDS
- ✓Modification Date
  - Date Signed of Most Recent Mod that CPARS Has Received From FPDS
- ✓Business Sector & Sub-Sector
  - Business Sector & Sub-Sector Defined in the Guidance for CPARS Document, Attachment 3, as Determined by the PSC on Most Recent Mod to Contract/Order in FPDS
- ✓Name/Address of Contractor
  - Vendor Name, Street, City, State, Zip Code, Country From Most Recent Mod to Most Recent Contract/Order in FPDS
  - Important Note: Only Enter a State/Province and Zip When the Country is United States or Canada in FPDS.

Basic Contract Info – Auto Register

- ✓DUNS Number
  - DUNS Number on the Most Recent Mod to the Contract/Order in FPDS
- ✓PSC
  - Product/Service Code on Most Recent Mod to Contract/Order in FPDS
- ✓NAICS Code
  - Principal NAICS Code on Most Recent Mod to Contract/Order in FPDS
- ✓Contracting Office
  - Contracting Office Name on Most Recent Mod to Contract/Order in FPDS
- ✓Contract Officer Name
  - Contracting Officer Name From Army Contracting Business Intelligence System (ACBIS)
  - Note: If Your Agency Does Not Use ACBIS, Contract Officer Name Will Be Blank
- ✓Contract Officer Email
  - Contracting Officer Email From ACBIS
  - Note: If Your Agency Does Not Use ACBIS, Contract Officer Email Will Be Blank
- ✓Contract Award Date
  - Date Signed on Basic Contract/Order Award (Mod 0) in FPDS

Basic Contract Info – Auto Register

✓ Contract Completion Date
  - For Non IDV’s – Estimated Ultimate Completion Date on Most Recent Mod for Contract/Order in FPDS
  - For IDV – Last Date to Order for IDV on Most Recent Mod in FPDS.

✓ Effective Date
  - Effective Date From the Basic Contract/Order Award (Mod 0) in FPDS

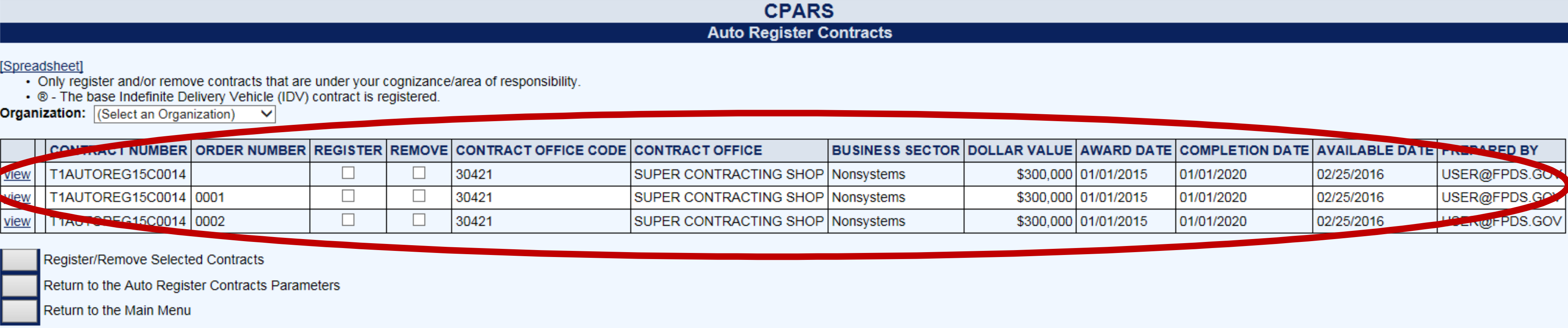
✓ Awarded Dollar Value
  - Total Base and All Option Value Including Most Recent Mod to Contract/Order in FPDS

✓ Current Dollar Value
  - Total of All Action Obligation Including Most Recent Mod to Contract/Order in FPDS

✓ Competition Type
  - Extent Competed From Most Recent Mod to Contract/Order in FPDS

✓ Contract Type
  - Type of Contract From Most Recent Mod to Contract/Order in FPDS

Sample Auto Register Report



CPARS

Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

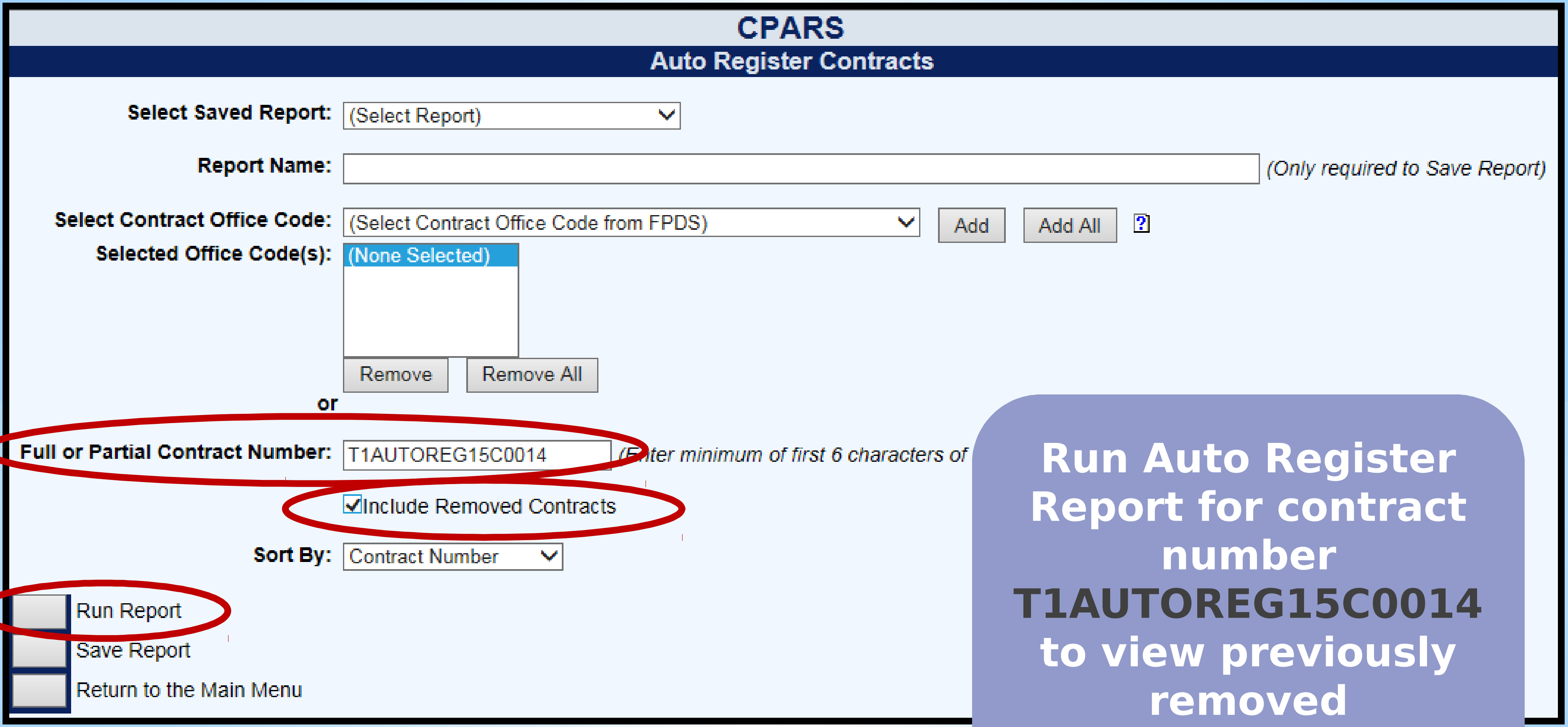
Organization: (Select an Organization)

		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		T1AUTOREG15C0014		☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view		T1AUTOREG15C0014	0001	☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view		T1AUTOREG15C0014	0002	☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

Notice that contract T1AUTOREG15C0014 is listed in the Auto Register Report 3 times. It is listed under the basic contract number, once under order 0001, and once under order 0002. If it is an Indefinite Delivery Contract (IDC), based on the Contracting Officer's decision, the FP/AFP may register the basic and not the orders. Alternatively, they may elect to register the orders and not the basic.

Sample Auto Register Report



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Select Contract Office Code: (Select Contract Office Code from FPDS)

Selected Office Code(s): (None Selected)

or

Full or Partial Contract Number: T1AUTOREG15C0014 *(Enter minimum of first 6 characters of*

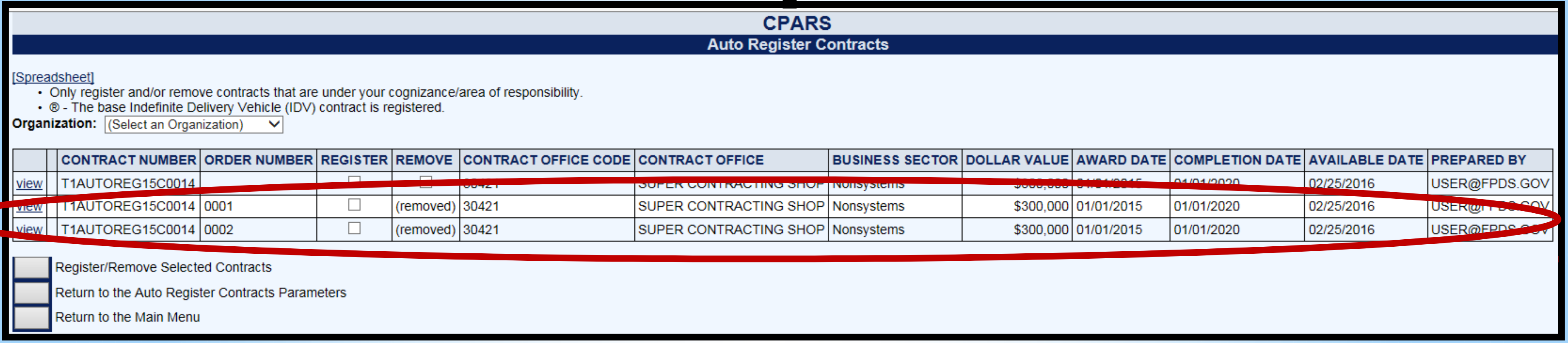
☑ Include Removed Contracts

Sort By: Contract Number

Add
Add All
?
Remove
Remove All
Run Report
Save Report
Return to the Main Menu

Run Auto Register Report for contract number T1AUTOREG15C0014 to view previously removed contracts/orders.

Sample Auto Register Report



CPARS

Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

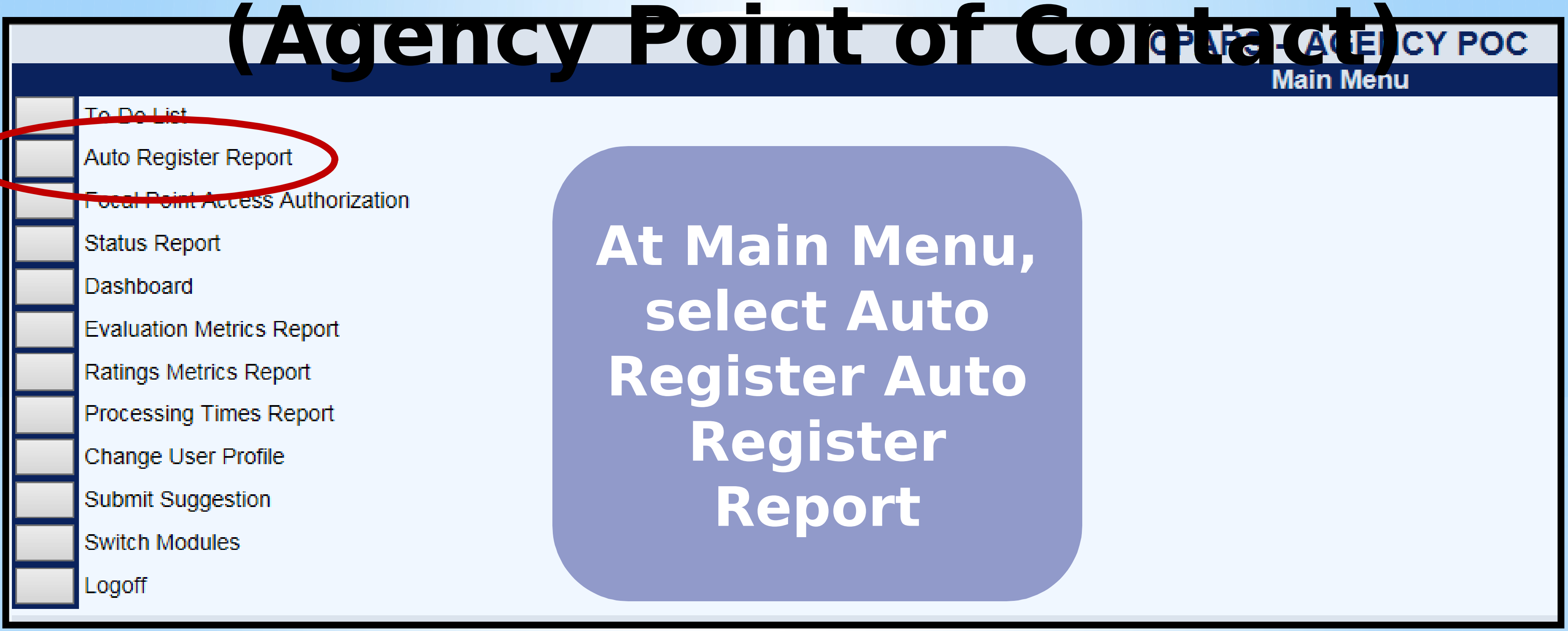
Organization: (Select an Organization)

		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		T1AUTOREG15C0014		☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$600,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view		T1AUTOREG15C0014	0001	☐	(removed)	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view		T1AUTOREG15C0014	0002	☐	(removed)	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

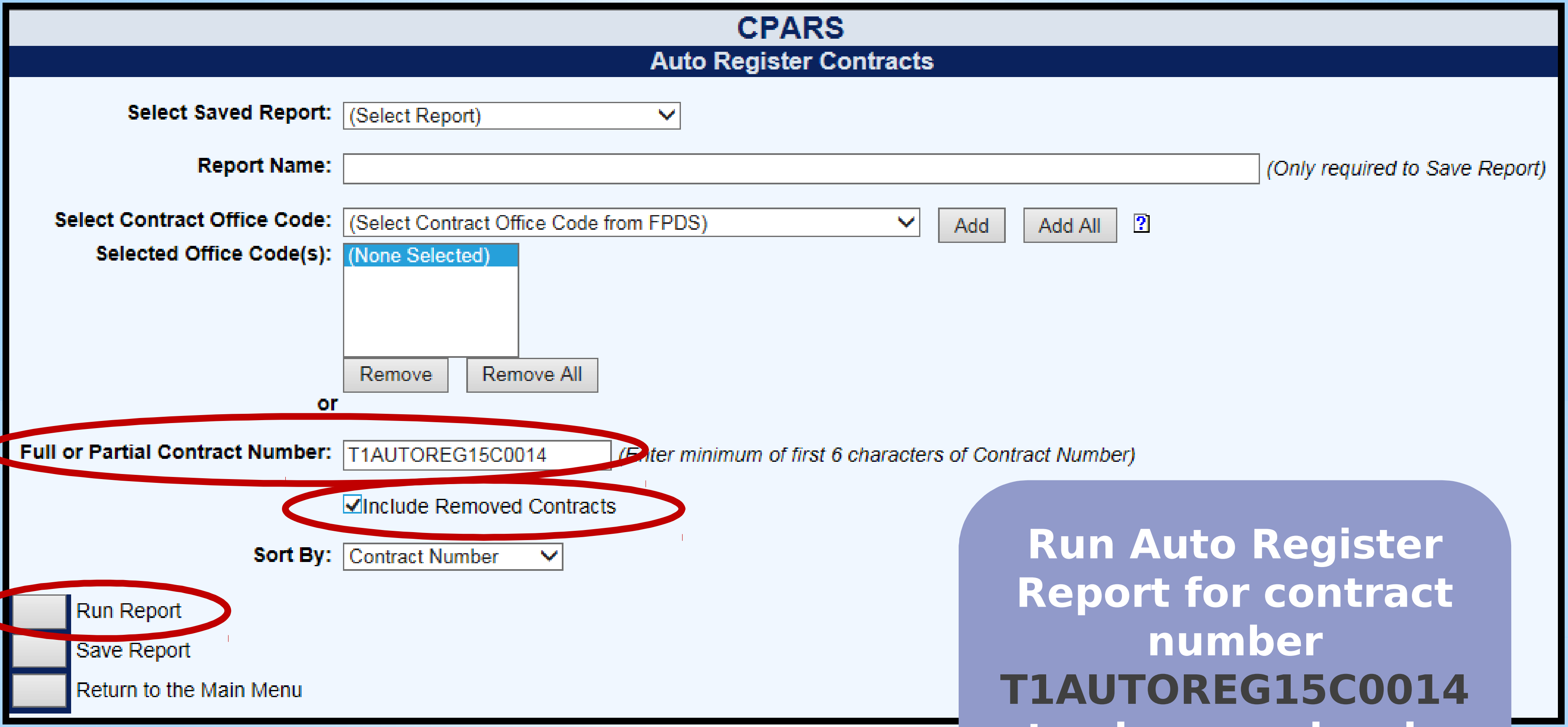
Contract number T1AUTOREG15C0014 orders 0001 and 0002 now display on the Auto Register Report even though they were previously removed.

Running Auto Register Report (Agency Point of Contact)


CPARS - AGENCY POC
Main Menu
To Do List
Auto Register Report
Focal Point Access Authorization
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Change User Profile
Submit Suggestion
Switch Modules
Logoff

At Main Menu, select Auto Register Auto Register Report

Sample Auto Register Report



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Select Contract Office Code: (Select Contract Office Code from FPDS) Add Add All ?

Selected Office Code(s): (None Selected)

Remove Remove All

or

Full or Partial Contract Number: T1AUTOREG15C0014 *(Enter minimum of first 6 characters of Contract Number)*

☑ Include Removed Contracts

Sort By: Contract Number

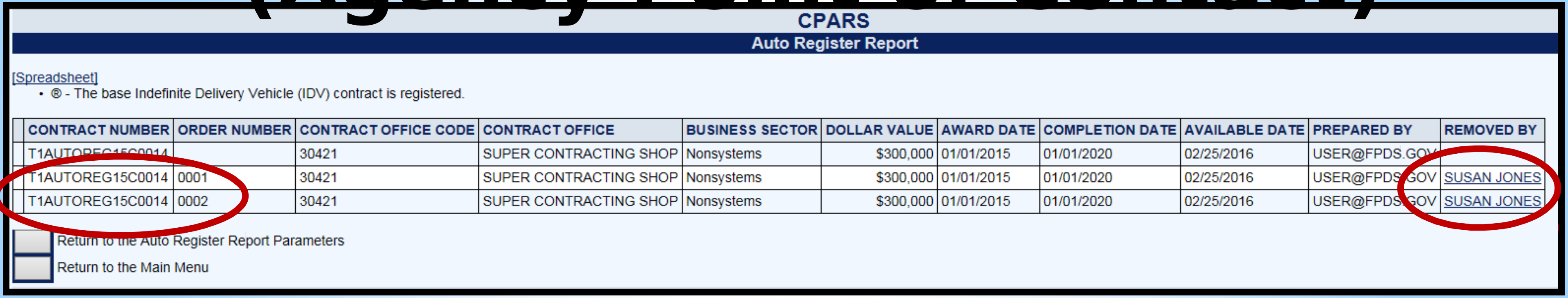
Run Report

Save Report

Return to the Main Menu

Run Auto Register Report for contract number T1AUTOREG15C0014 to view previously removed contracts/orders.

Sample Auto Register Report (Agency Point of Contact)



CPARS

Auto Register Report

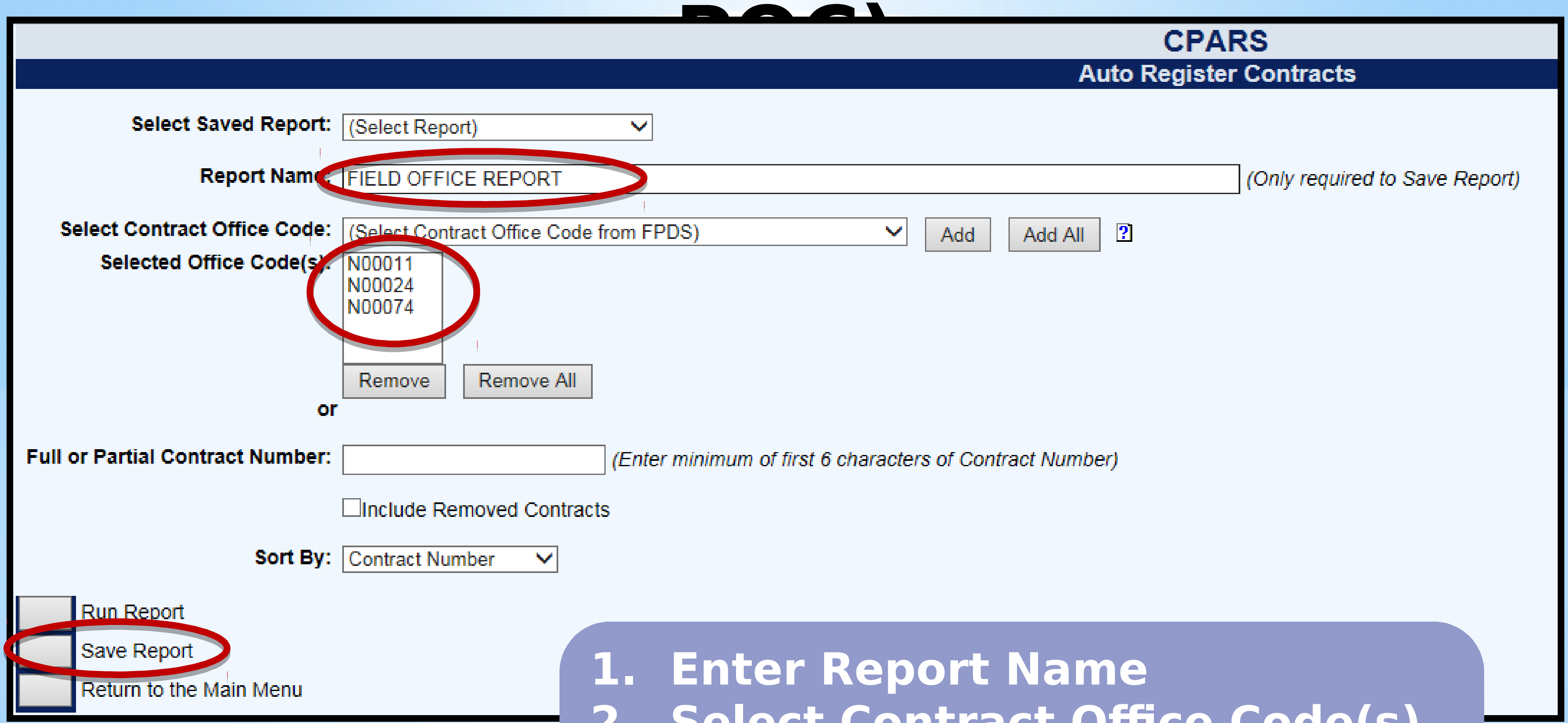
[Spreadsheet]

- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

CONTRACT NUMBER	ORDER NUMBER	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY	REMOVED BY
T1AUTOREG15C0014		30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV	
T1AUTOREG15C0014	0001	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV	SUSAN JONES
T1AUTOREG15C0014	0002	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV	SUSAN JONES

Contract number T1AUTOREG15C0014 orders 0001 and 0002 now display on the Auto Register Report even though they were previously removed. These orders were Removed by FP Susan Jones. The APOC can click on Susan Jones' name in the removed column to display the POC information.

Saving an Auto Register Report (Focal Point, Alternate, Agency POC)



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: FIELD OFFICE REPORT (*Only required to Save Report*)

Select Contract Office Code: (Select Contract Office Code from FPDS)

Selected Office Code(s): N00011
N00024
N00074

or

Full or Partial Contract Number: (*Enter minimum of first 6 characters of Contract Number*)

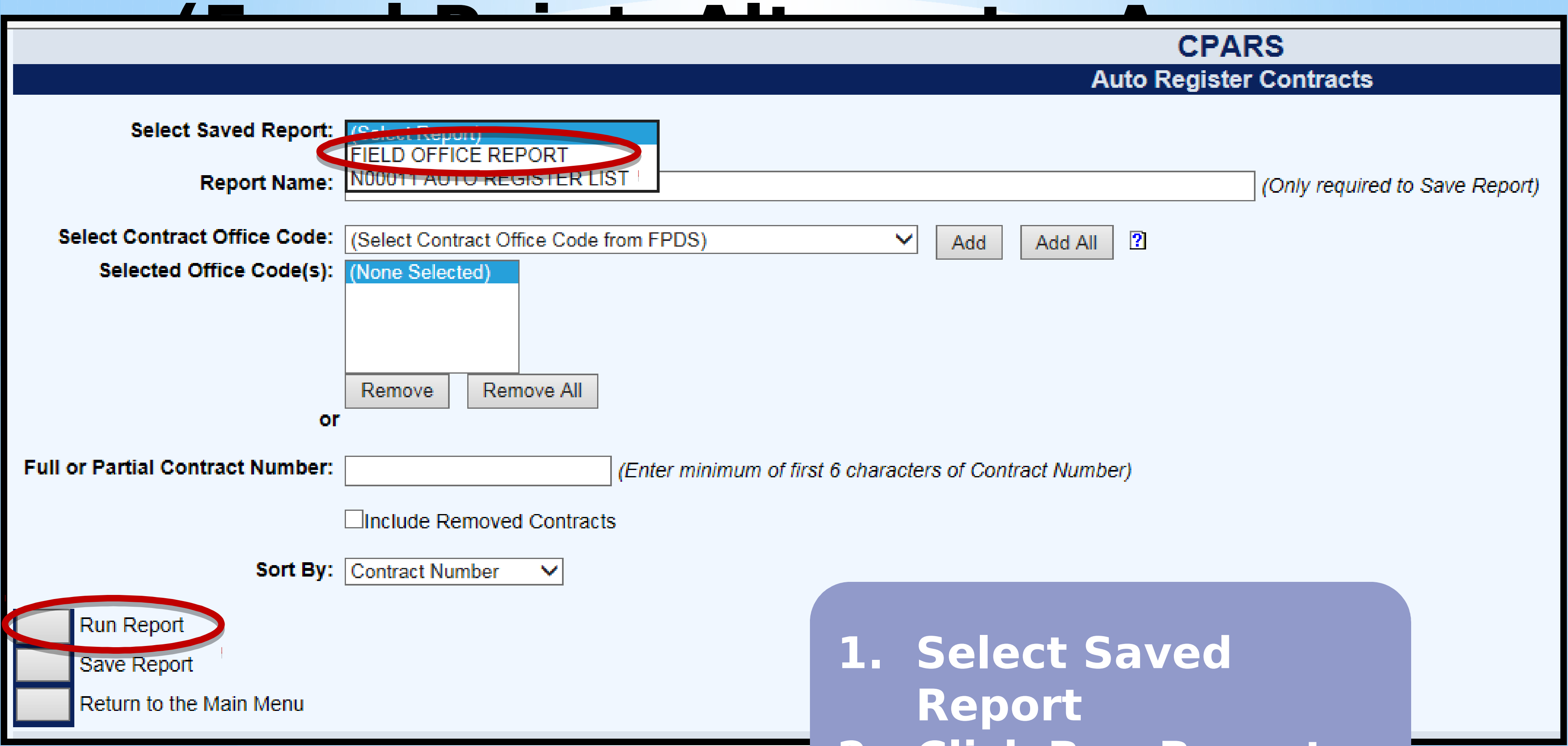
☐ Include Removed Contracts

Sort By: Contract Number

Add
Add All
?
Remove
Remove All
Run Report
Save Report
Return to the Main Menu

1. Enter Report Name
2. Select Contract Office Code(s) or Enter Full or Partial Contract Number
3. Click Save Report

Running a Saved Auto Register Report



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)
FIELD OFFICE REPORT
N00011 AUTO REGISTER LIST

Report Name: (Only required to Save Report)

Select Contract Office Code: (Select Contract Office Code from FPDS)

Selected Office Code(s): (None Selected)

or

Full or Partial Contract Number: (Enter minimum of first 6 characters of Contract Number)

☐ Include Removed Contracts

Sort By: Contract Number

Add
Add All
?
Remove
Remove All
Run Report
Save Report
Return to the Main Menu

1. **Select Saved Report**
2. **Click Run Report**

Dashboard

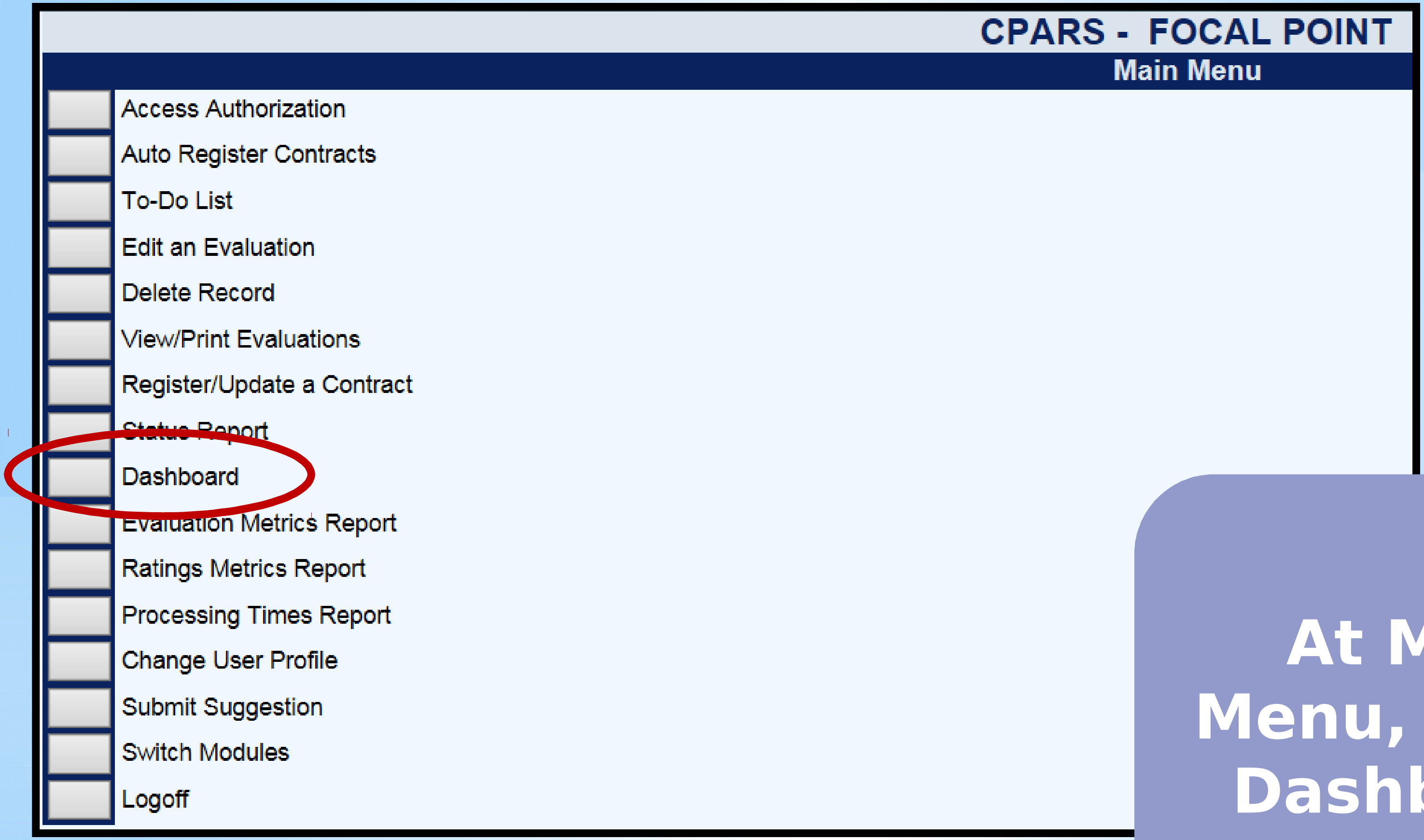
Common Uses for the Dashboard

- ✓View Metrics for Unregistered Contracts/Orders
  - View by Current, Due, Overdue Status
- ✓View Metrics for Registered Contracts/Orders
  - View by Current, Due, Overdue Status
- ✓View Metrics at Agency, Major Command, Sub-Command, or Contract Office Level
- ✓View Metrics by Fiscal Year (FY), Quarter, Month for Up To 3 FYs (Current FY and Previous 2 FYs)
- ✓View Individual Contracts/Orders Which Make Up Metrics

Dashboard Characteristics

- ✓ **DPOC, APOC, FP/AFP:** Includes All Records for Entire Agency For Up To 3 FYs (Current FY and Previous 2 FYs)
  - Example: VA DPOC, APOC, FP/AFP Dashboard Includes ONLY VA Records
- ✓ Updated on 1st of Each Month
- ✓ Only Includes Records Through Most Recently Completed Month
  - i.e., August 2016 Dashboard Includes Records Through July 2016

Running the Dashboard



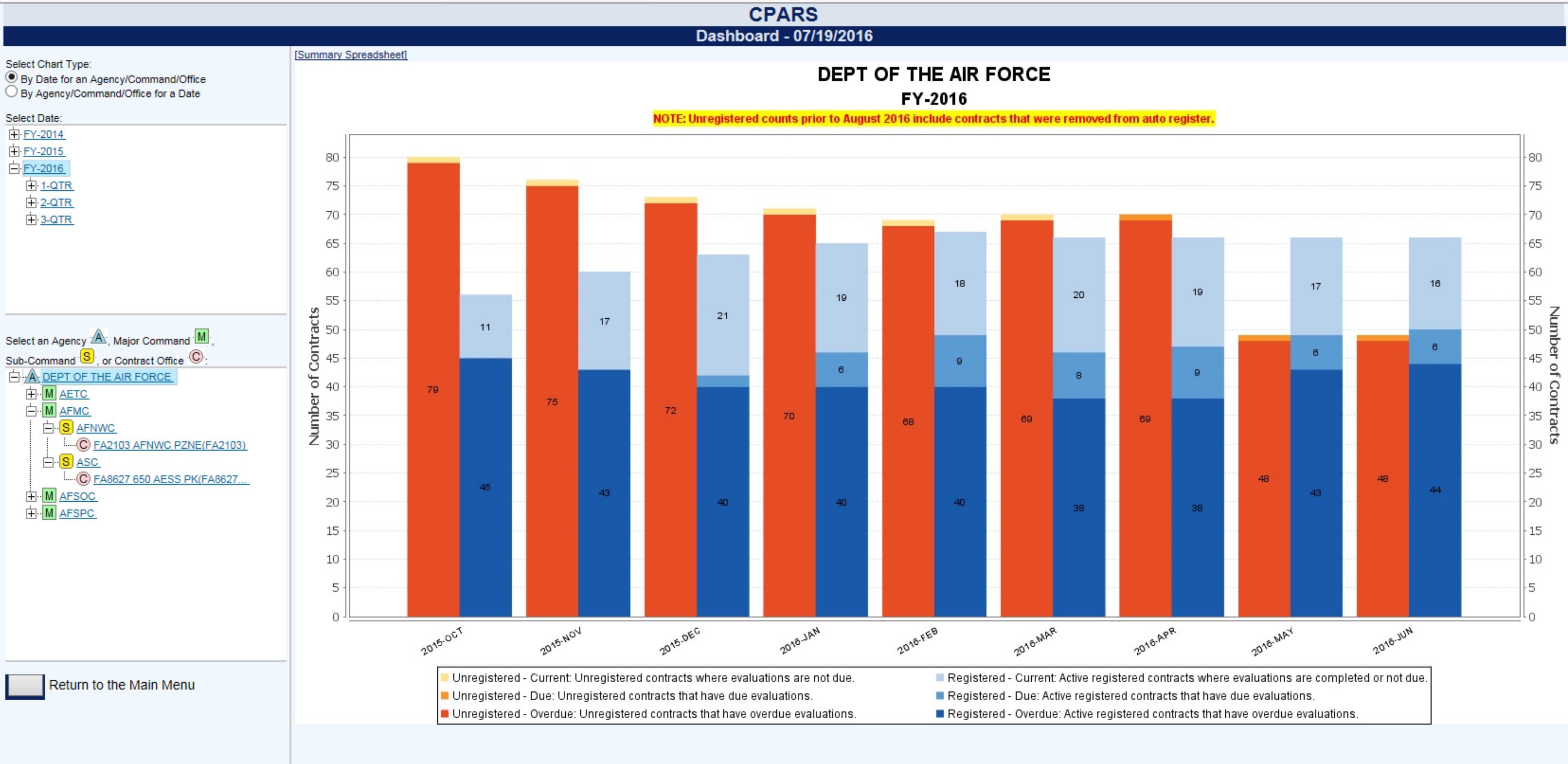
CPARS - FOCAL POINT

Main Menu

☐ Access Authorization
☐ Auto Register Contracts
☐ To-Do List
☐ Edit an Evaluation
☐ Delete Record
☐ View/Print Evaluations
☐ Register/Update a Contract
☐ Status Report
☐ Dashboard
☐ Evaluation Metrics Report
☐ Ratings Metrics Report
☐ Processing Times Report
☐ Change User Profile
☐ Submit Suggestion
☐ Switch Modules
☐ Logoff

At Main Menu, Select Dashboard

Sample Dashboard



CPARS

Dashboard - 07/19/2016

Select Chart Type:

● By Date for an Agency/Command/Office

○ By Agency/Command/Office for a Date

Select Date:

- FY-2014
- FY-2015
- FY-2016
  - 1-QTR
  - 2-QTR
  - 3-QTR

Select an Agency A, Major Command M, Sub-Command S, or Contract Office C:

- A DEPT OF THE AIR FORCE
  - M AETC
  - M AFMC
    - S AFNWC
      - C FA2103 AFNWC PZNE(FA2103)
    - S ASC
      - C FA8627 650 AESS PK(FA8627...
  - M AFSOC
  - M AFSPC

Return to the Main Menu

[Summary Spreadsheet]

DEPT OF THE AIR FORCE

FY-2016

NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

Number of Contracts
0
5
10
15
20
25
30
35
40
45
50
55
60
65
70
75
80
2015-OCT
2015-NOV
2015-DEC
2016-JAN
2016-FEB
2016-MAR
2016-APR
2016-MAY
2016-JUN
79
45
11
75
43
17
72
40
21
70
40
6
19
68
40
9
18
69
38
8
20
69
38
9
19
48
43
6
17
48
44
6
16

- Unregistered - Current: Unregistered contracts where evaluations are not due.
- Unregistered - Due: Unregistered contracts that have due evaluations.
- Unregistered - Overdue: Unregistered contracts that have overdue evaluations.
- Registered - Current: Active registered contracts where evaluations are completed or not due.
- Registered - Due: Active registered contracts that have due evaluations.
- Registered - Overdue: Active registered contracts that have overdue evaluations.

Definitions on the Dashboard

✓Unregistered – Current

- Contact/Order in Auto Register List
- End of First Period of Performance (POP) Not Yet Reached

✓Unregistered – Due

- Contract/Order in Auto Register List
- End of First POP Reached
- 120 Days or Less Have Passed Since End of First POP
- i.e., Between End of POP and Due Date

✓Unregistered – Overdue

- Contract/Order in Auto Register List
- 121 Days or More Have Passed Since End of First POP
- i.e., Due Date Has Passed

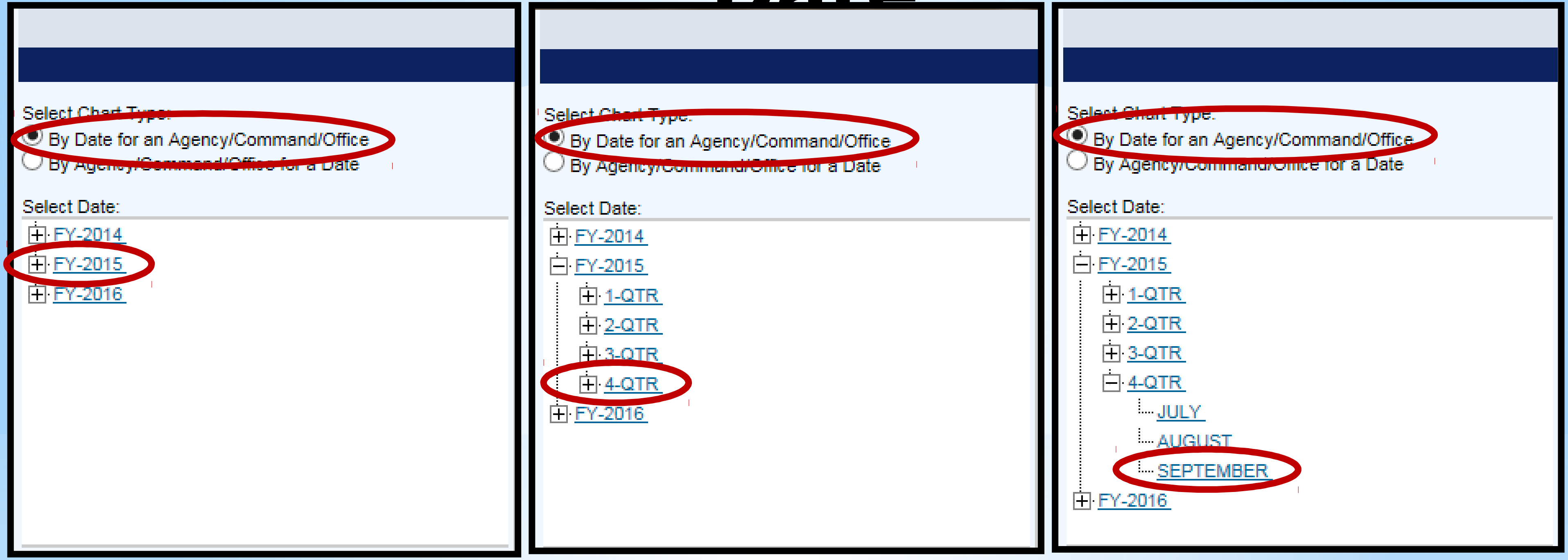
Note: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

Definitions on the Dashboard

- ✓ Registered – Current
  - Contract/Order Registered (Either Auto or Manual)
  - End of POP on Eval Not Yet Reached
  - Last Eval Completed and Follow On Eval Current
- ✓ Registered – Due
  - Contract/Order Registered (Either Auto or Manu
  - End of POP on Eval Reached
  - 120 Days or Less Have Passed Since End of POP
  - i.e., Between End of POP and Due Date
  - Last Eval Completed and Follow On Eval Due
- ✓ Registered – Overdue
  - Contract/Order Registered (Either Auto or Manual)
  - 121 Days or More Have Passed Since End of POP on Eval
  - i.e., Due Date Has Passed
  - Last Eval Completed and Follow On Eval Overdue

Note: Contracts/Orders in Final status and contracts/orders which have been archived are NOT reflected in the Dashboard.

Running Dashboard by Date



Select Chart Type:
● By Date for an Agency/Command/Office
○ By Agency/Command/Office for a Date

Select Date:
- FY-2014
- FY-2015
- FY-2016

Select Chart Type:
● By Date for an Agency/Command/Office
○ By Agency/Command/Office for a Date

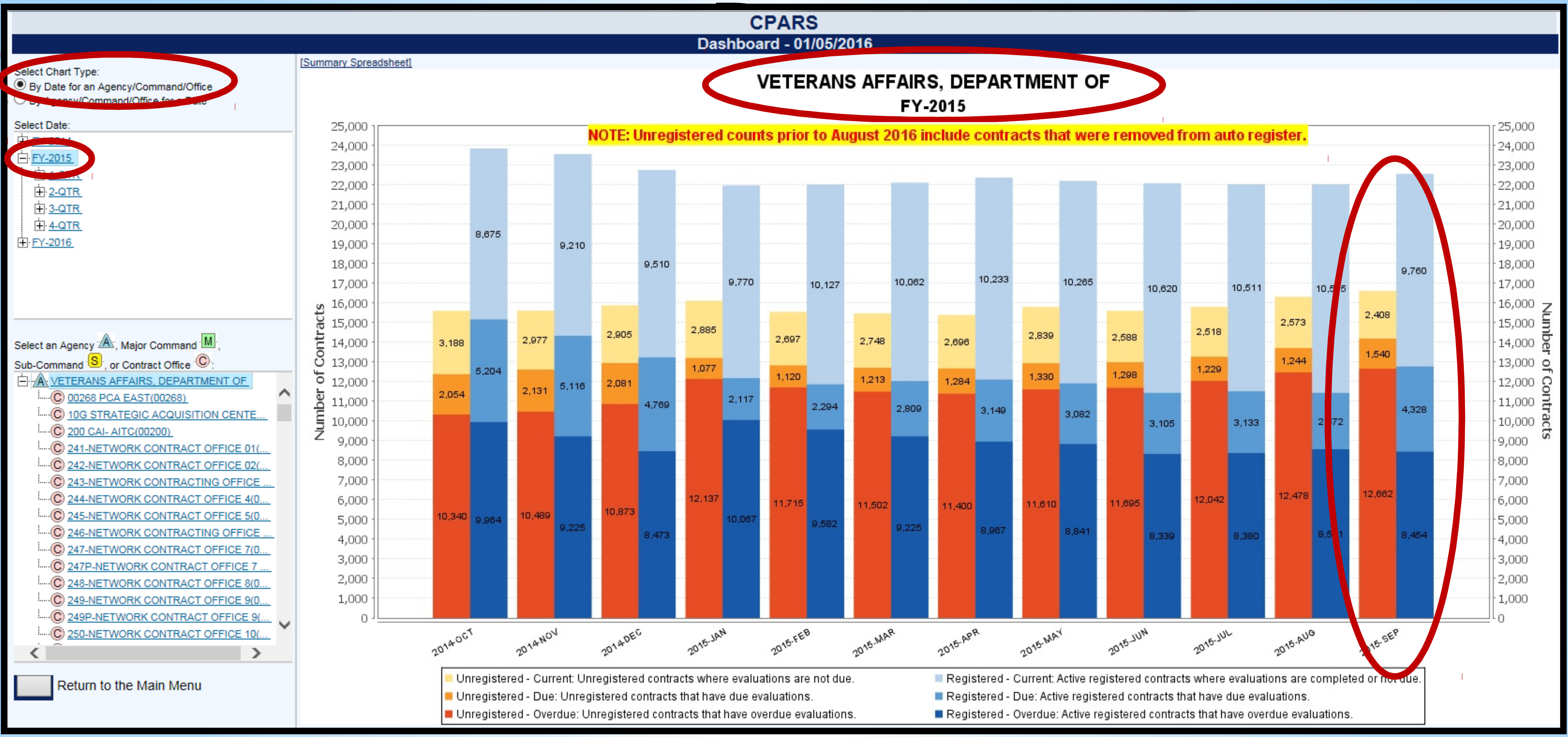
Select Date:
- FY-2014
- FY-2015
  - 1-QTR
  - 2-QTR
  - 3-QTR
  - 4-QTR
- FY-2016

Select Chart Type:
● By Date for an Agency/Command/Office
○ By Agency/Command/Office for a Date

Select Date:
- FY-2014
- FY-2015
  - 1-QTR
  - 2-QTR
  - 3-QTR
  - 4-QTR
    - JULY
    - AUGUST
    - SEPTEMBER
- FY-2016

Under Chart Type, select By Date for Agency/Command/Office. Use the tree to view the Dashboard by FY, Quarter, or Month.

Sample Dashboard by



CPARS

Dashboard - 01/05/2016

Select Chart Type:

● By Date for an Agency/Command/Office

Select Date: FY-2015

Select an Agency, Major Command, Sub-Command, or Contract Office: VETERANS AFFAIRS, DEPARTMENT OF

VETERANS AFFAIRS, DEPARTMENT OF

FY-2015

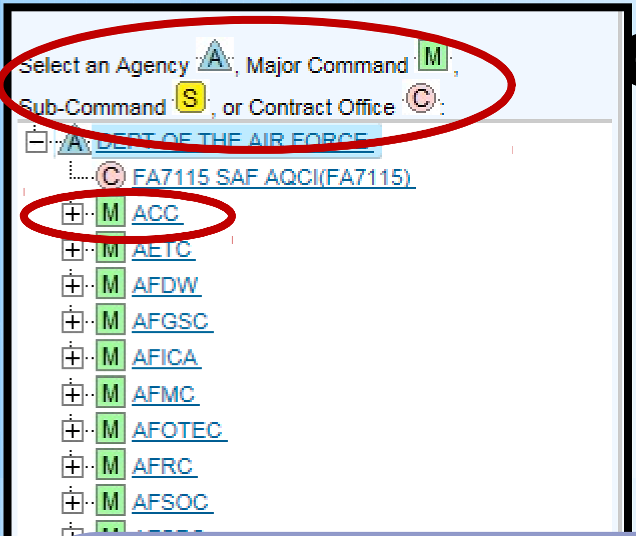
NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

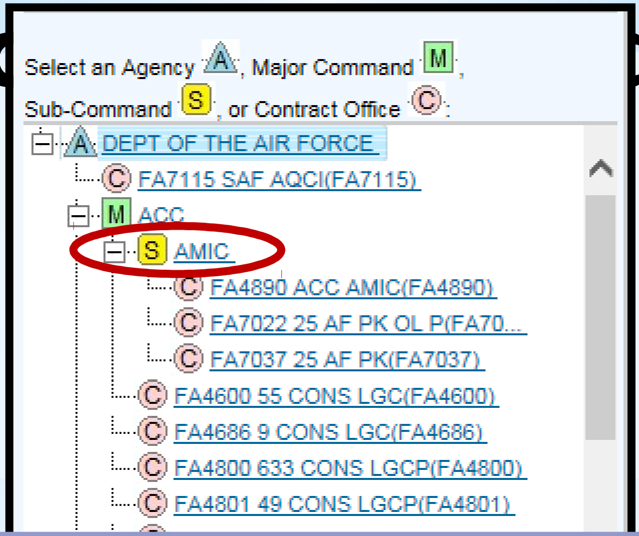
- Unregistered - Current: Unregistered contracts where evaluations are not due.
- Unregistered - Due: Unregistered contracts that have due evaluations.
- Unregistered - Overdue: Unregistered contracts that have overdue evaluations.
- Registered - Current: Active registered contracts where evaluations are completed or not due.
- Registered - Due: Active registered contracts that have due evaluations.
- Registered - Overdue: Active registered contracts that have overdue evaluations.

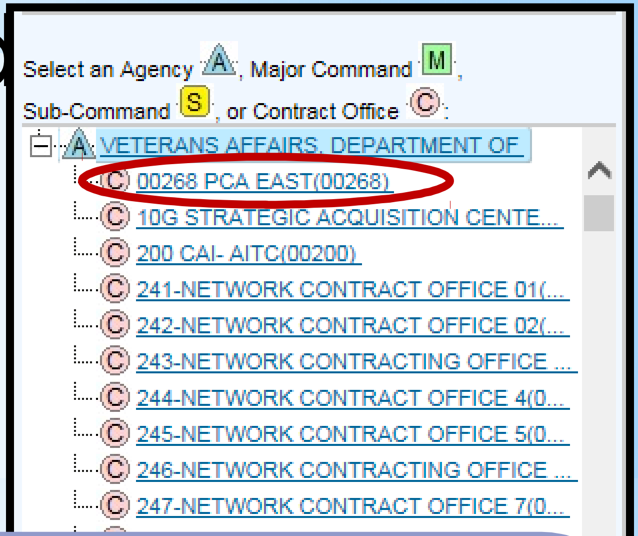
[Summary Spreadsheet]
FY-2015
2-QTR
3-QTR
4-QTR
FY-2016
A
M
S
C
00268 PCA EAST(00268)
10G STRATEGIC ACQUISITION CENTE...
200 CAI- AITC(00200)
241-NETWORK CONTRACT OFFICE 01(...
242-NETWORK CONTRACT OFFICE 02(...
243-NETWORK CONTRACTING OFFICE ...
244-NETWORK CONTRACT OFFICE 4(0...
245-NETWORK CONTRACT OFFICE 5(0...
246-NETWORK CONTRACTING OFFICE ...
247-NETWORK CONTRACT OFFICE 7(0...
247P-NETWORK CONTRACT OFFICE 7 ...
248-NETWORK CONTRACT OFFICE 8(0...
249-NETWORK CONTRACT OFFICE 9(0...
249P-NETWORK CONTRACT OFFICE 9(...
250-NETWORK CONTRACT OFFICE 10(...
Return to the Main Menu
Number of Contracts
25,000
24,000
23,000
22,000
21,000
20,000
19,000
18,000
17,000
16,000
15,000
14,000
13,000
12,000
11,000
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
2014-OCT
3,188
2,054
10,340
8,675
5,204
9,964
2014-NOV
2,977
2,131
10,489
9,210
5,116
9,225
2014-DEC
2,905
2,081
10,873
9,510
4,769
8,473
2015-JAN
2,885
1,077
12,137
9,770
2,117
10,067
2015-FEB
2,697
1,120
11,715
10,127
2,294
9,582
2015-MAR
2,748
1,213
11,502
10,062
2,809
9,225
2015-APR
2,696
1,284
11,400
10,233
3,149
8,967
2015-MAY
2,839
1,330
11,610
10,265
3,082
8,841
2015-JUN
2,588
1,298
11,695
10,620
3,105
8,339
2015-JUL
2,518
1,229
12,042
10,511
3,133
8,380
2015-AUG
2,573
1,244
12,478
2015-SEP
2,408
1,540
12,662
9,760
4,328
8,454

This is the Dashboard for the Department of Veteran's Affairs for the entire year of FY2015. In September of 2015, the agency had 2,408 unregistered contracts that were current, 1,540 unregistered contracts that were due, and 12,662 unregistered contracts that were overdue. In September of 2015, the agency had 9,760 registered contracts that were current, 4,328 registered contracts that were due, and 8,454 registered contracts there were overdue.

Viewing the Dashboard by

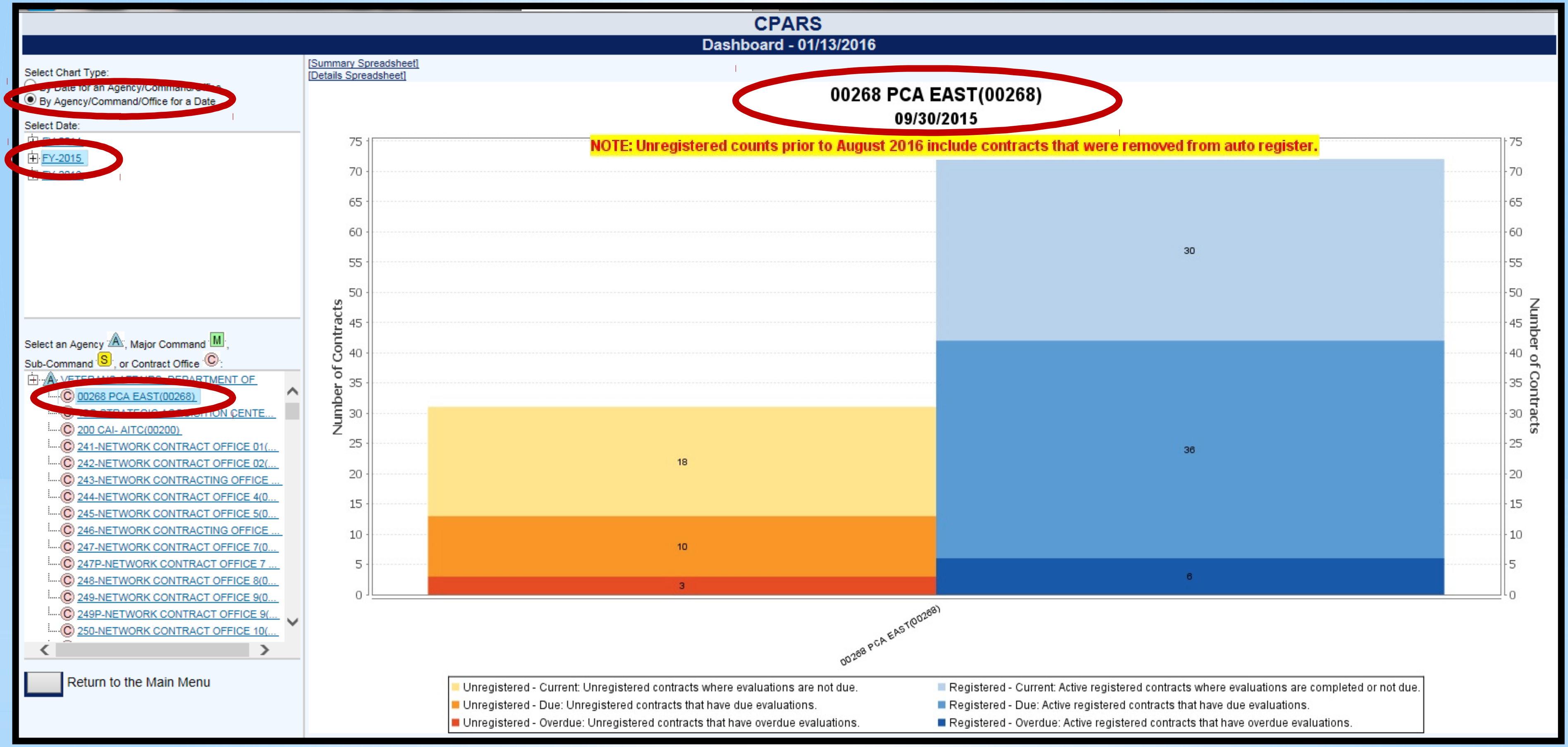

Select an Agency A, Major Command M,
Sub-Command S, or Contract Office C:
A DEPT OF THE AIR FORCE
C FA7115 SAF AQCI(FA7115)
M ACC
M AETC
M AFDW
M AFGSC
M AFICA
M AFMC
M AFOTEC
M AFRC
M AFSOC


Select an Agency A, Major Command M,
Sub-Command S, or Contract Office C:
A DEPT OF THE AIR FORCE
C FA7115 SAF AQCI(FA7115)
M ACC
S AMIC
C FA4890 ACC AMIC(FA4890)
C FA7022 25 AF PK OL P(FA70...
C FA7037 25 AF PK(FA7037)
C FA4600 55 CONS LGC(FA4600)
C FA4686 9 CONS LGC(FA4686)
C FA4800 633 CONS LGCP(FA4800)
C FA4801 49 CONS LGCP(FA4801)


Select an Agency A, Major Command M,
Sub-Command S, or Contract Office C:
A VETERANS AFFAIRS, DEPARTMENT OF
C 00268 PCA EAST(00268)
C 10G STRATEGIC ACQUISITION CENTE...
C 200 CAI- AITC(00200)
C 241-NETWORK CONTRACT OFFICE 01(...
C 242-NETWORK CONTRACT OFFICE 02(...
C 243-NETWORK CONTRACTING OFFICE ...
C 244-NETWORK CONTRACT OFFICE 4(0...
C 245-NETWORK CONTRACT OFFICE 5(0...
C 246-NETWORK CONTRACTING OFFICE ...
C 247-NETWORK CONTRACT OFFICE 7(0...

You can view the Dashboard at the Agency, Major Command, Sub-Command, or Contract Office level. The Agency/Command/Office structure in the Dashboard is taken directly from FPDS and will vary based on the Agency. In the first tree, you are viewing the Dashboard for Major Command ACC under the Department of the Air Force. In the second tree, you are viewing the Dashboard for the Air Force's AMIC Sub-Command. In the third tree, you are viewing the Department of Veteran's Affairs Contract Office for 00268 PCA EAST. Notice that the Department of Veteran's Affairs has fewer organizational levels in the tree, as determined by the agency's structure in FPDS. IMPORTANT NOTE: Only Contract Offices with contracts/orders in CPARS will display in the tree.

Sample Dashboard by Agency/Command/Office



CPARS

Dashboard - 01/13/2016

Select Chart Type:

○ By Date for an Agency/Command/Office

● By Agency/Command/Office for a Date

Select Date:

- FY-2014
- FY-2015
- FY-2016

Select an Agency A, Major Command M, Sub-Command S, or Contract Office C:

- A VETERANS AFFAIRS, DEPARTMENT OF
  - C 00268 PCA EAST(00268)
  - C 100 STRATEGIC ACQUISITION CENTE...
  - C 200 CAI- AITC(00200)
  - C 241-NETWORK CONTRACT OFFICE 01(...
  - C 242-NETWORK CONTRACT OFFICE 02(...
  - C 243-NETWORK CONTRACTING OFFICE ...
  - C 244-NETWORK CONTRACT OFFICE 4(0...
  - C 245-NETWORK CONTRACT OFFICE 5(0...
  - C 246-NETWORK CONTRACTING OFFICE ...
  - C 247-NETWORK CONTRACT OFFICE 7(0...
  - C 247P-NETWORK CONTRACT OFFICE 7 ...
  - C 248-NETWORK CONTRACT OFFICE 8(0...
  - C 249-NETWORK CONTRACT OFFICE 9(0...
  - C 249P-NETWORK CONTRACT OFFICE 9(...
  - C 250-NETWORK CONTRACT OFFICE 10(...

Return to the Main Menu

[Summary Spreadsheet]
[Details Spreadsheet]

00268 PCA EAST(00268)

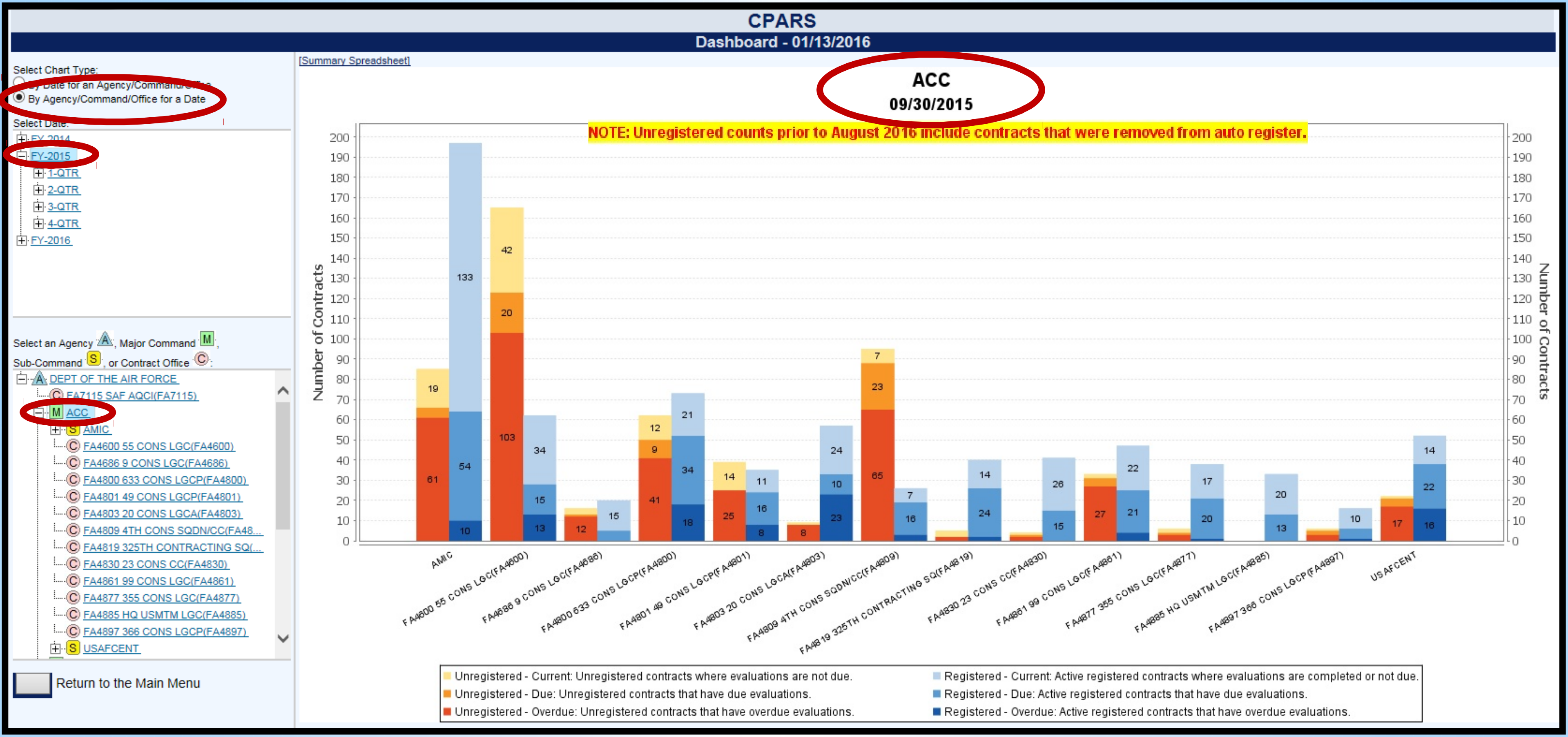
09/30/2015

NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

🟨 Unregistered - Current: Unregistered contracts where evaluations are not due.	🟦 Registered - Current: Active registered contracts where evaluations are completed or not due.
🟧 Unregistered - Due: Unregistered contracts that have due evaluations.	🟦 Registered - Due: Active registered contracts that have due evaluations.
🟥 Unregistered - Overdue: Unregistered contracts that have overdue evaluations.	🟦 Registered - Overdue: Active registered contracts that have overdue evaluations.

This is the Dashboard for the Department of Veteran's Affairs Contract Office 00268 PCA East for the entire year of FY2015. In FY2015, 00268 PCA East had 18 unregistered contracts that were current, 10 unregistered contracts that were due, and 3 unregistered contracts that were overdue. In FY2015, 00268 PCA East had 30 registered contracts that were current, 36 registered contracts that were due, and 6 registered contracts there were overdue.

Sample Dashboard by Agency/Command/Office



CPARS

Dashboard - 01/13/2016

Select Chart Type:

○ By Date for an Agency/Command/Office

● By Agency/Command/Office for a Date

Select Date:

- FY-2014
- FY-2015
  - 1-QTR
  - 2-QTR
  - 3-QTR
  - 4-QTR
- FY-2016

Select an Agency A, Major Command M, Sub-Command S, or Contract Office C:

- A DEPT OF THE AIR FORCE
  - C FA7115 SAF AQCI(FA7115)
  - M ACC
    - S AMIC
    - C FA4600 55 CONS LGC(FA4600)
    - C FA4686 9 CONS LGC(FA4686)
    - C FA4800 633 CONS LGCP(FA4800)
    - C FA4801 49 CONS LGCP(FA4801)
    - C FA4803 20 CONS LGCA(FA4803)
    - C FA4809 4TH CONS SQDN/CC(FA48...
    - C FA4819 325TH CONTRACTING SQ(...
    - C FA4830 23 CONS CC(FA4830)
    - C FA4861 99 CONS LGC(FA4861)
    - C FA4877 355 CONS LGC(FA4877)
    - C FA4885 HQ USMTM LGC(FA4885)
    - C FA4897 366 CONS LGCP(FA4897)
    - S USAFCENT

Return to the Main Menu

[Summary Spreadsheet]

ACC

09/30/2015

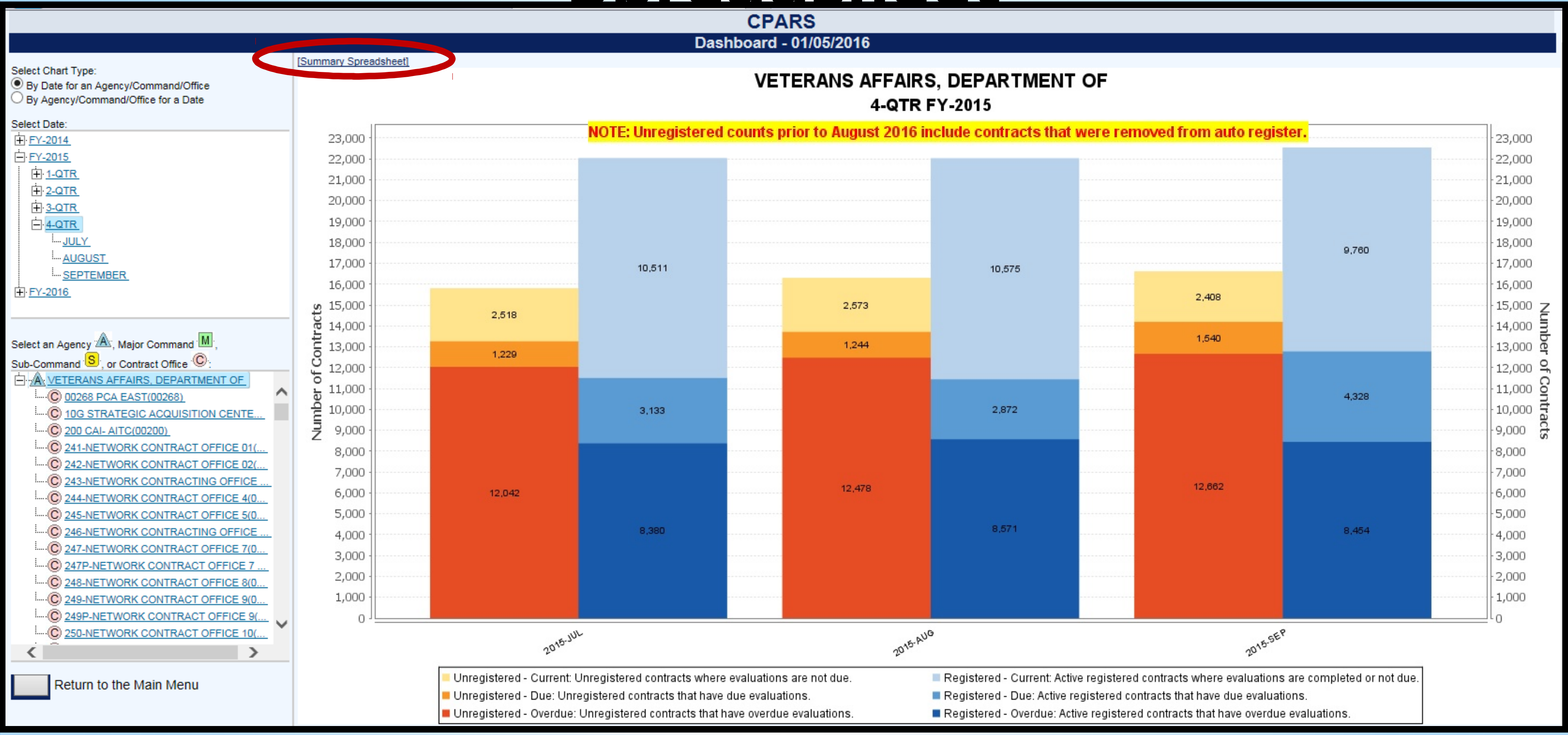
NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

- Unregistered - Current: Unregistered contracts where evaluations are not due.
- Unregistered - Due: Unregistered contracts that have due evaluations.
- Unregistered - Overdue: Unregistered contracts that have overdue evaluations.
- Registered - Current: Active registered contracts where evaluations are completed or not due.
- Registered - Due: Active registered contracts that have due evaluations.
- Registered - Overdue: Active registered contracts that have overdue evaluations.

Number of Contracts
0
10
20
30
40
50
60
70
80
90
100
110
120
130
140
150
160
170
180
190
200
AMIC
61
19
10
54
133
FA4600 55 CONS LGC(FA4600)
103
20
42
13
15
34
FA4686 9 CONS LGC(FA4686)
12
15
FA4800 633 CONS LGCP(FA4800)
41
9
12
18
34
21
FA4801 49 CONS LGCP(FA4801)
25
14
8
16
11
FA4803 20 CONS LGCA(FA4803)
8
23
10
24
FA4809 4TH CONS SQDN/CC(FA4809)
65
23
7
16
7
FA4819 325TH CONTRACTING SQ(FA4819)
24
14
FA4830 23 CONS CC(FA4830)
15
26
FA4861 99 CONS LGC(FA4861)
27
21
22
FA4877 355 CONS LGC(FA4877)
20
17
FA4885 HQ USMTM LGC(FA4885)
13
20
FA4897 366 CONS LGCP(FA4897)
10
USAFCENT
17
16
22
14

This is the Dashboard for the Department of the Air Force's Major Command of ACC for all of FY2015. Notice that there are several Contract Offices listed under ACC in the tree. The Dashboard displays metrics for each of the individual Contract Offices under ACC. The structure in the tree mirrors the agency's structure in FPDS.

Downloading the Summary Spreadsheet



CPARS

Dashboard - 01/05/2016

[Summary Spreadsheet]

Select Chart Type:
● By Date for an Agency/Command/Office
○ By Agency/Command/Office for a Date

Select Date: FY-2015 › 4-QTR

Select an Agency A, Major Command M, Sub-Command S, or Contract Office C: VETERANS AFFAIRS, DEPARTMENT OF

VETERANS AFFAIRS, DEPARTMENT OF
4-QTR FY-2015

NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

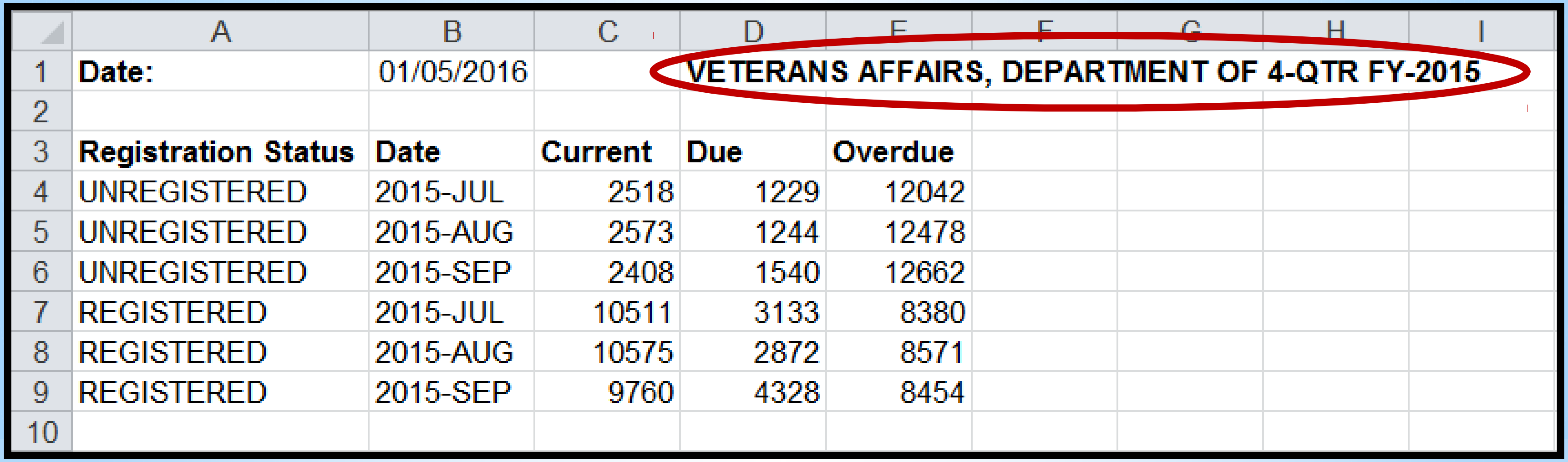
	2015-JUL	2015-AUG	2015-SEP
Unregistered - Current	2,518	2,573	2,408
Unregistered - Due	1,229	1,244	1,540
Unregistered - Overdue	12,042	12,478	12,662
Registered - Current	10,511	10,575	9,760
Registered - Due	3,133	2,872	4,328
Registered - Overdue	8,380	8,571	8,454

- Unregistered - Current: Unregistered contracts where evaluations are not due.
- Unregistered - Due: Unregistered contracts that have due evaluations.
- Unregistered - Overdue: Unregistered contracts that have overdue evaluations.
- Registered - Current: Active registered contracts where evaluations are completed or not due.
- Registered - Due: Active registered contracts that have due evaluations.
- Registered - Overdue: Active registered contracts that have overdue evaluations.

FY-2014
FY-2015
1-QTR
2-QTR
3-QTR
4-QTR
JULY
AUGUST
SEPTEMBER
FY-2016
00268 PCA EAST(00268)
10G STRATEGIC ACQUISITION CENTE...
200 CAI- AITC(00200)
241-NETWORK CONTRACT OFFICE 01(...
242-NETWORK CONTRACT OFFICE 02(...
243-NETWORK CONTRACTING OFFICE ...
244-NETWORK CONTRACT OFFICE 4(0...
245-NETWORK CONTRACT OFFICE 5(0...
246-NETWORK CONTRACTING OFFICE ...
247-NETWORK CONTRACT OFFICE 7(0...
247P-NETWORK CONTRACT OFFICE 7 ...
248-NETWORK CONTRACT OFFICE 8(0...
249-NETWORK CONTRACT OFFICE 9(0...
249P-NETWORK CONTRACT OFFICE 9(...
250-NETWORK CONTRACT OFFICE 10(...
Return to the Main Menu
Number of Contracts
0
1,000
2,000
3,000
4,000
5,000
6,000
7,000
8,000
9,000
10,000
11,000
12,000
13,000
14,000
15,000
16,000
17,000
18,000
19,000
20,000
21,000
22,000
23,000

This is the Dashboard for the Department of Veteran’s Affairs for the 4th Quarter of FY2015. To view the metrics in a spreadsheet, click on the Summary Spreadsheet link at the top of the screen.

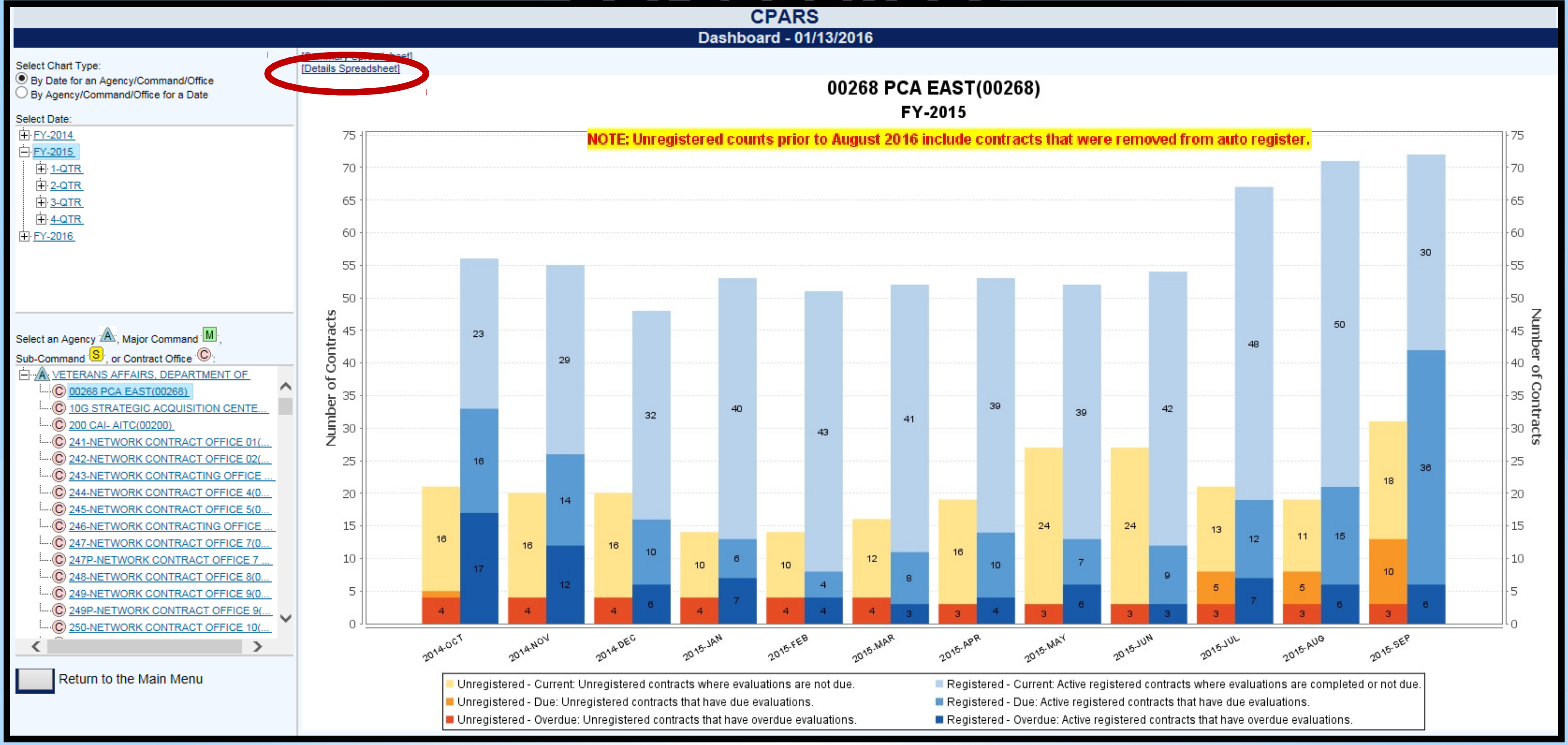
Sample Summary Spreadsheet



	A	B	C	D	E	F	G	H	I
1	**Date:**	01/05/2016		**VETERANS AFFAIRS, DEPARTMENT OF 4-QTR FY-2015**					
2									
3	**Registration Status**	**Date**	**Current**	**Due**	**Overdue**				
4	UNREGISTERED	2015-JUL	2518	1229	12042				
5	UNREGISTERED	2015-AUG	2573	1244	12478				
6	UNREGISTERED	2015-SEP	2408	1540	12662				
7	REGISTERED	2015-JUL	10511	3133	8380				
8	REGISTERED	2015-AUG	10575	2872	8571				
9	REGISTERED	2015-SEP	9760	4328	8454				
10									

This is the Summary Spreadsheet for the Department of Veteran's Affairs Dashboard for 4th Quarter FY2015. The Summary Spreadsheet provides the aggregate metrics that make up the Dashboard. The spreadsheet format makes it easy to sort and email the report.

Downloading the Details Spreadsheet



CPARS

Dashboard - 01/13/2016

Select Chart Type:
● By Date for an Agency/Command/Office
○ By Agency/Command/Office for a Date

00268 PCA EAST(00268)

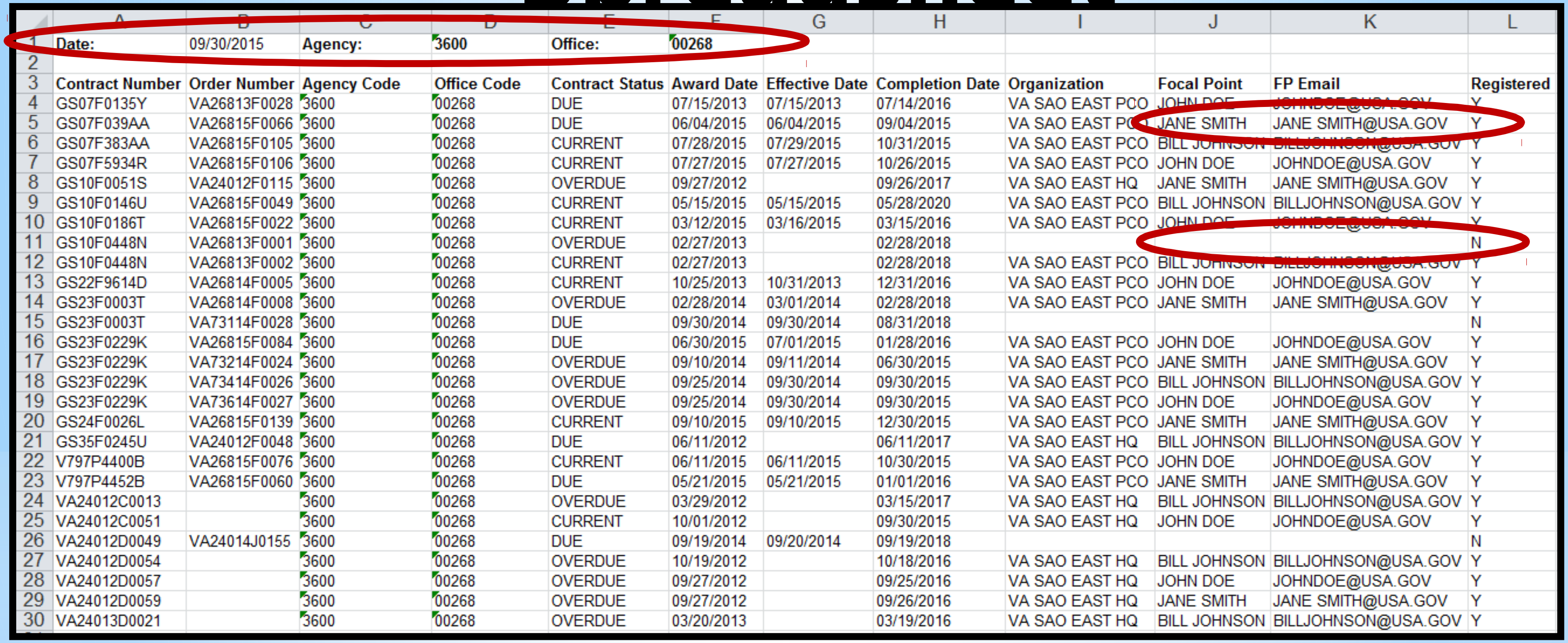
FY-2015

NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

[Details Spreadsheet]
Select Date:
FY-2014
FY-2015
1-QTR
2-QTR
3-QTR
4-QTR
FY-2016
Select an Agency A, Major Command M,
Sub-Command S, or Contract Office C:
A VETERANS AFFAIRS, DEPARTMENT OF
C 00268 PCA EAST(00268)
C 10G STRATEGIC ACQUISITION CENTE...
C 200 CAI- AITC(00200)
C 241-NETWORK CONTRACT OFFICE 01(...
C 242-NETWORK CONTRACT OFFICE 02(...
C 243-NETWORK CONTRACTING OFFICE ...
C 244-NETWORK CONTRACT OFFICE 4(0...
C 245-NETWORK CONTRACT OFFICE 5(0...
C 246-NETWORK CONTRACTING OFFICE ...
C 247-NETWORK CONTRACT OFFICE 7(0...
C 247P-NETWORK CONTRACT OFFICE 7 ...
C 248-NETWORK CONTRACT OFFICE 8(0...
C 249-NETWORK CONTRACT OFFICE 9(0...
C 249P-NETWORK CONTRACT OFFICE 9(...
C 250-NETWORK CONTRACT OFFICE 10(...
Return to the Main Menu
Number of Contracts
0
5
10
15
20
25
30
35
40
45
50
55
60
65
70
75
2014-OCT: 4, 16 | 17, 16, 23
2014-NOV: 4, 16 | 12, 14, 29
2014-DEC: 4, 16 | 6, 10, 32
2015-JAN: 4, 10 | 7, 6, 40
2015-FEB: 4, 10 | 4, 4, 43
2015-MAR: 4, 12 | 3, 8, 41
2015-APR: 3, 16 | 4, 10, 39
2015-MAY: 3, 24 | 6, 7, 39
2015-JUN: 3, 24 | 3, 9, 42
2015-JUL: 3, 5, 13 | 7, 12, 48
2015-AUG: 3, 5, 11 | 6, 15, 50
2015-SEP: 3, 10, 18 | 6, 36, 30
Unregistered - Current: Unregistered contracts where evaluations are not due.
Unregistered - Due: Unregistered contracts that have due evaluations.
Unregistered - Overdue: Unregistered contracts that have overdue evaluations.
Registered - Current: Active registered contracts where evaluations are completed or not due.
Registered - Due: Active registered contracts that have due evaluations.
Registered - Overdue: Active registered contracts that have overdue evaluations.

This is the Dashboard for the Department of Veteran's Affairs Contract Office 00268 PCA East for all of FY2015. You can view the individual contracts/orders which make up the metrics by clicking on the Details Spreadsheet link.

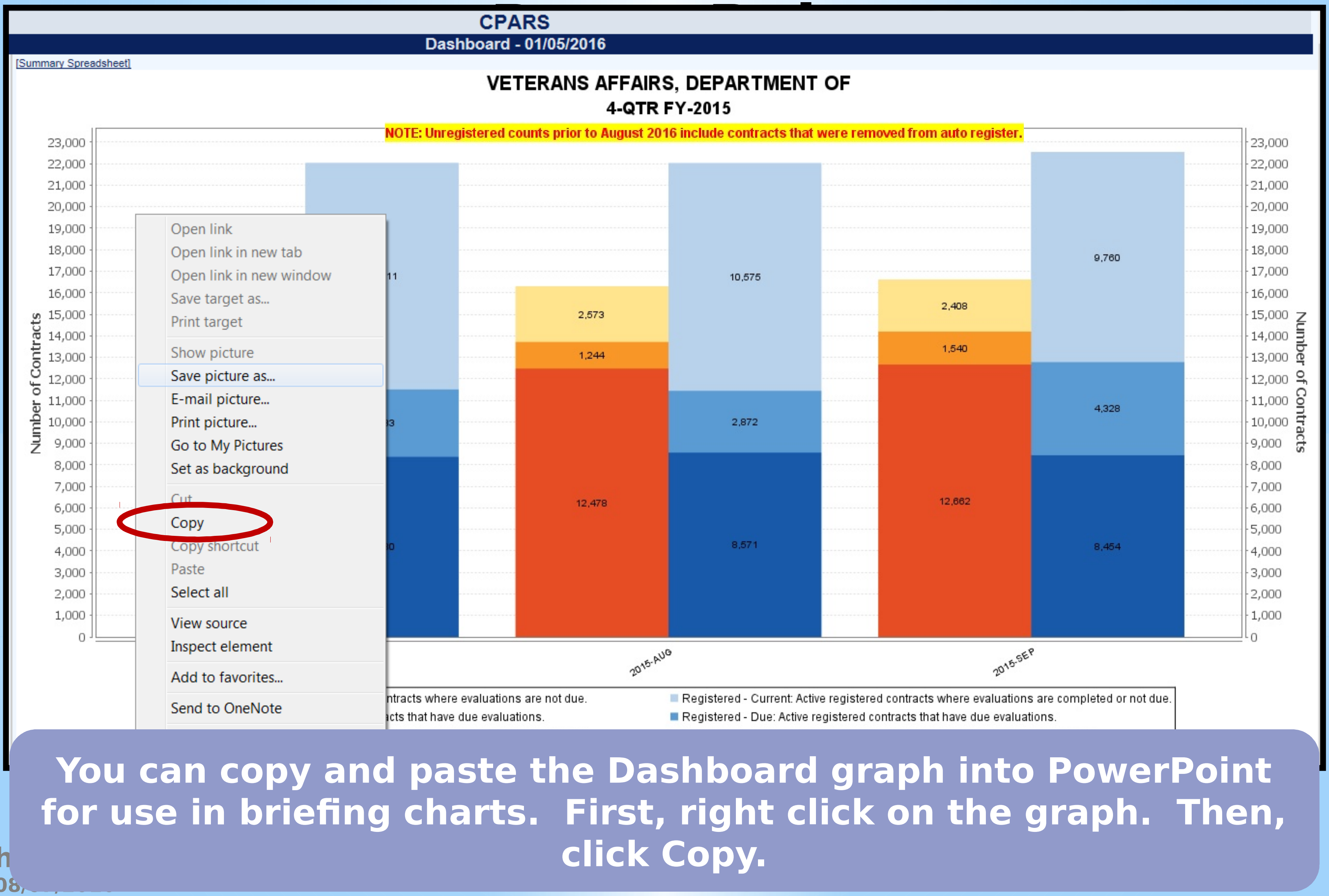
Sample Details Spreadsheet



	A	B	C	D	E	F	G	H	I	J	K	L
1	Date:	09/30/2015	Agency:	3600	Office:	00268						
2												
3	**Contract Number**	**Order Number**	**Agency Code**	**Office Code**	**Contract Status**	**Award Date**	**Effective Date**	**Completion Date**	**Organization**	**Focal Point**	**FP Email**	**Registered**
4	GS07F0135Y	VA26813F0028	3600	00268	DUE	07/15/2013	07/15/2013	07/14/2016	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
5	GS07F039AA	VA26815F0066	3600	00268	DUE	06/04/2015	06/04/2015	09/04/2015	VA SAO EAST PCO	JANE SMITH	JANE SMITH@USA.GOV	Y
6	GS07F383AA	VA26815F0105	3600	00268	CURRENT	07/28/2015	07/29/2015	10/31/2015	VA SAO EAST PCO	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
7	GS07F5934R	VA26815F0106	3600	00268	CURRENT	07/27/2015	07/27/2015	10/26/2015	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
8	GS10F0051S	VA24012F0115	3600	00268	OVERDUE	09/27/2012		09/26/2017	VA SAO EAST HQ	JANE SMITH	JANE SMITH@USA.GOV	Y
9	GS10F0146U	VA26815F0049	3600	00268	CURRENT	05/15/2015	05/15/2015	05/28/2020	VA SAO EAST PCO	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
10	GS10F0186T	VA26815F0022	3600	00268	CURRENT	03/12/2015	03/16/2015	03/15/2016	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
11	GS10F0448N	VA26813F0001	3600	00268	OVERDUE	02/27/2013		02/28/2018				N
12	GS10F0448N	VA26813F0002	3600	00268	CURRENT	02/27/2013		02/28/2018	VA SAO EAST PCO	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
13	GS22F9614D	VA26814F0005	3600	00268	CURRENT	10/25/2013	10/31/2013	12/31/2016	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
14	GS23F0003T	VA26814F0008	3600	00268	OVERDUE	02/28/2014	03/01/2014	02/28/2018	VA SAO EAST PCO	JANE SMITH	JANE SMITH@USA.GOV	Y
15	GS23F0003T	VA73114F0028	3600	00268	DUE	09/30/2014	09/30/2014	08/31/2018				N
16	GS23F0229K	VA26815F0084	3600	00268	DUE	06/30/2015	07/01/2015	01/28/2016	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
17	GS23F0229K	VA73214F0024	3600	00268	OVERDUE	09/10/2014	09/11/2014	06/30/2015	VA SAO EAST PCO	JANE SMITH	JANE SMITH@USA.GOV	Y
18	GS23F0229K	VA73414F0026	3600	00268	OVERDUE	09/25/2014	09/30/2014	09/30/2015	VA SAO EAST PCO	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
19	GS23F0229K	VA73614F0027	3600	00268	OVERDUE	09/25/2014	09/30/2014	09/30/2015	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
20	GS24F0026L	VA26815F0139	3600	00268	CURRENT	09/10/2015	09/10/2015	12/30/2015	VA SAO EAST PCO	JANE SMITH	JANE SMITH@USA.GOV	Y
21	GS35F0245U	VA24012F0048	3600	00268	DUE	06/11/2012		06/11/2017	VA SAO EAST HQ	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
22	V797P4400B	VA26815F0076	3600	00268	CURRENT	06/11/2015	06/11/2015	10/30/2015	VA SAO EAST PCO	JOHN DOE	JOHNDOE@USA.GOV	Y
23	V797P4452B	VA26815F0060	3600	00268	DUE	05/21/2015	05/21/2015	01/01/2016	VA SAO EAST PCO	JANE SMITH	JANE SMITH@USA.GOV	Y
24	VA24012C0013		3600	00268	OVERDUE	03/29/2012		03/15/2017	VA SAO EAST HQ	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
25	VA24012C0051		3600	00268	CURRENT	10/01/2012		09/30/2015	VA SAO EAST HQ	JOHN DOE	JOHNDOE@USA.GOV	Y
26	VA24012D0049	VA24014J0155	3600	00268	DUE	09/19/2014	09/20/2014	09/19/2018				N
27	VA24012D0054		3600	00268	OVERDUE	10/19/2012		10/18/2016	VA SAO EAST HQ	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y
28	VA24012D0057		3600	00268	OVERDUE	09/27/2012		09/25/2016	VA SAO EAST HQ	JOHN DOE	JOHNDOE@USA.GOV	Y
29	VA24012D0059		3600	00268	OVERDUE	09/27/2012		09/26/2016	VA SAO EAST HQ	JANE SMITH	JANE SMITH@USA.GOV	Y
30	VA24013D0021		3600	00268	OVERDUE	03/20/2013		03/19/2016	VA SAO EAST HQ	BILL JOHNSON	BILLJOHNSON@USA.GOV	Y

This is the Details Spreadsheet for the Department of Veteran's Affairs Contract Office 00268 PCA East for all of FY2015. The Details Spreadsheet provides the list of contracts/orders that make up the FY2015 Dashboard metrics. The Details Spreadsheet is only available when the Dashboard is run for an individual Contract Office. The Focal Point is displayed for contracts/orders which have been registered.

Pasting the Graph into



CPARS

Dashboard - 01/05/2016

[Summary Spreadsheet]

VETERANS AFFAIRS, DEPARTMENT OF

4-QTR FY-2015

NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.

ntracts where evaluations are not due.

Registered - Current: Active registered contracts where evaluations are completed or not due.

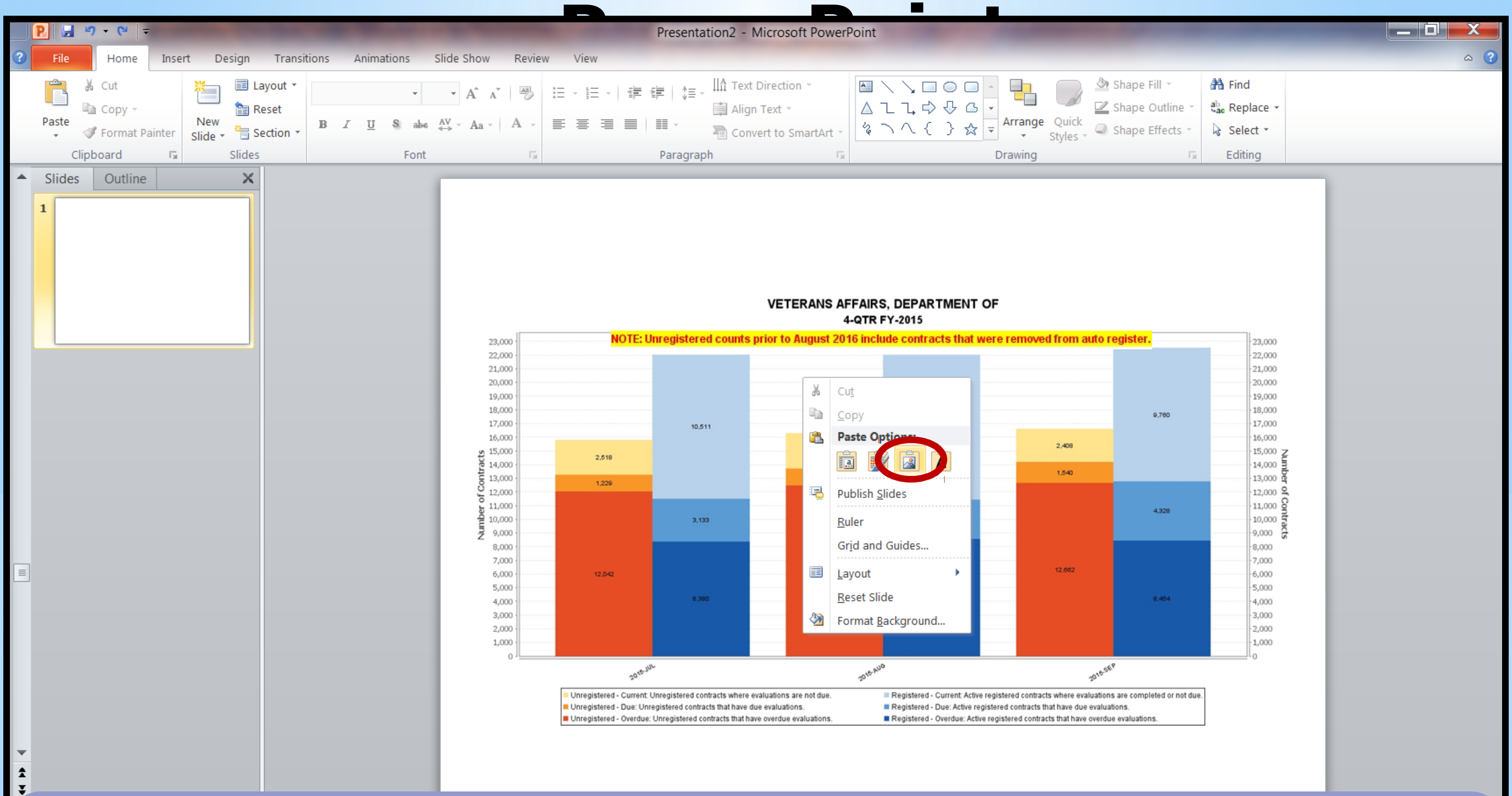
cts that have due evaluations.

Registered - Due: Active registered contracts that have due evaluations.

Number of Contracts
23,000
22,000
21,000
20,000
19,000
18,000
17,000
16,000
15,000
14,000
13,000
12,000
11,000
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
11
3
0
2,573
1,244
12,478
10,575
2,872
8,571
2,408
1,540
12,662
9,760
4,328
8,454
2015-AUG
2015-SEP
Open link
Open link in new tab
Open link in new window
Save target as...
Print target
Show picture
Save picture as...
E-mail picture...
Print picture...
Go to My Pictures
Set as background
Cut
Copy
Copy shortcut
Paste
Select all
View source
Inspect element
Add to favorites...
Send to OneNote

You can copy and paste the Dashboard graph into PowerPoint for use in briefing charts. First, right click on the graph. Then, click Copy.

Pasting the Graph into


Presentation2 - Microsoft PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
VETERANS AFFAIRS, DEPARTMENT OF
4-QTR FY-2015
NOTE: Unregistered counts prior to August 2016 include contracts that were removed from auto register.
Number of Contracts
2015-JUL
2015-AUG
2015-SEP
2,518
1,229
12,042
10,511
3,133
8,380
2,408
1,540
12,662
9,760
4,328
8,454
Unregistered - Current: Unregistered contracts where evaluations are not due.
Unregistered - Due: Unregistered contracts that have due evaluations.
Unregistered - Overdue: Unregistered contracts that have overdue evaluations.
Registered - Current: Active registered contracts where evaluations are completed or not due.
Registered - Due: Active registered contracts that have due evaluations.
Registered - Overdue: Active registered contracts that have overdue evaluations.
Cut
Copy
Paste Options:
Publish Slides
Ruler
Grid and Guides...
Layout
Reset Slide
Format Background...

Next, create a blank slide in PowerPoint. Right click on the slide and click the Paste Picture icon (the icon with the mountain).

Evaluation Metrics Report

Common Uses for the Evaluation Metrics Report

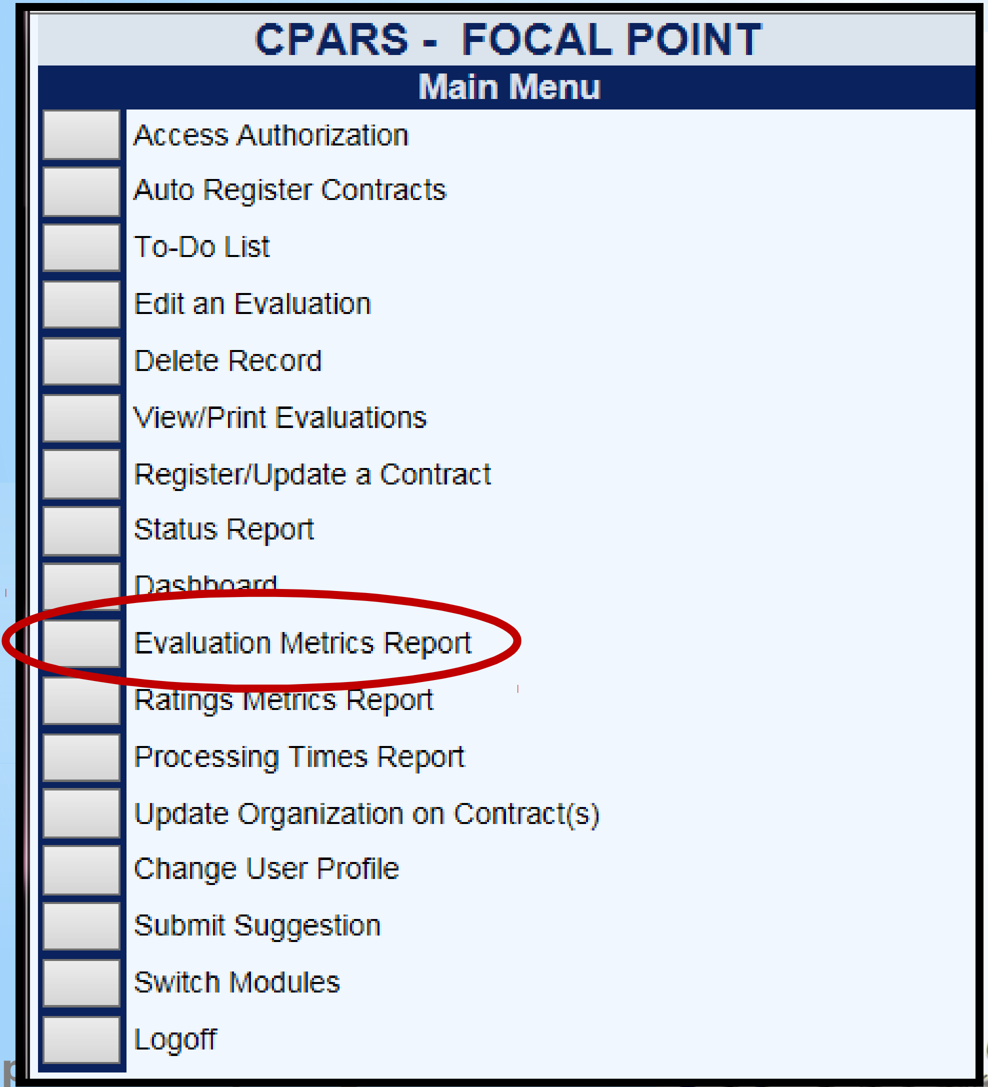
- ✓ View a “Snapshot” of How Many Evals an Agency or Organization Currently Has in Process and Completed
- ✓ Run the Evaluation Metrics Report on a Regular Basis to Determine How Many Evals an Agency or Organization Completes on Average Each Month
- ✓ Run the Evaluation Metrics Report on a Regular Basis to Determine if an Agency’s or Organization’s Rate of Completing Evals has Changed Over Time

Evaluation Metrics Report Characteristics

- ✓ DPOC, APOC, FP/AFP: Includes All Records for Entire Agency
  - Example: For Army DPOC, APOC, FP/AFP, Includes All Army Records
  - Record Must At Least be in Registered Status

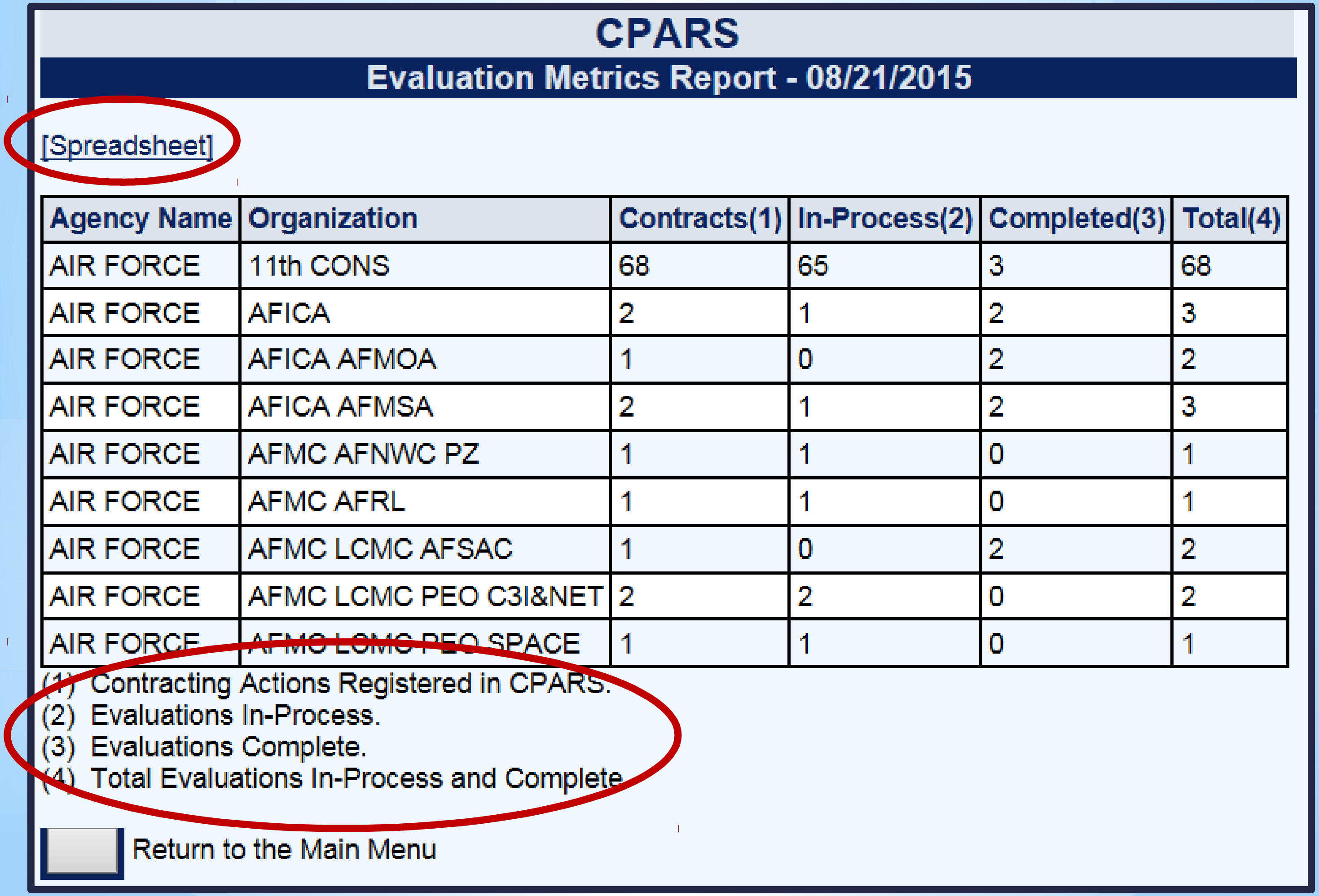
Note: Because the Evaluation Metrics Report includes archived records, there may be a greater total number of records on this report than on the Status Report.

Running the Evaluation Metrics Report


CPARS - FOCAL POINT
Main Menu
Access Authorization
Auto Register Contracts
To-Do List
Edit an Evaluation
Delete Record
View/Print Evaluations
Register/Update a Contract
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Update Organization on Contract(s)
Change User Profile
Submit Suggestion
Switch Modules
Logoff

At Main Menu, select Evaluation Metrics Report

Sample Evaluation Metrics Report



CPARS

Evaluation Metrics Report - 08/21/2015

[Spreadsheet]

Agency Name	Organization	Contracts(1)	In-Process(2)	Completed(3)	Total(4)
AIR FORCE	11th CONS	68	65	3	68
AIR FORCE	AFICA	2	1	2	3
AIR FORCE	AFICA AFMOA	1	0	2	2
AIR FORCE	AFICA AFMSA	2	1	2	3
AIR FORCE	AFMC AFNWC PZ	1	1	0	1
AIR FORCE	AFMC AFRL	1	1	0	1
AIR FORCE	AFMC LCMC AFSAC	1	0	2	2
AIR FORCE	AFMC LCMC PEO C3I&NET	2	2	0	2
AIR FORCE	AFMC LCMC PEO SPACE	1	1	0	1

(1) Contracting Actions Registered in CPARS.
(2) Evaluations In-Process.
(3) Evaluations Complete.
(4) Total Evaluations In-Process and Complete

☐ Return to the Main Menu

Columns on the Evaluation Metrics Report

✓Agency Name
  - Top Level Government Agency Responsible for the Eval

✓Organization
  - Lower Level Organization Within Top Level Government Agency Responsible for the Eval

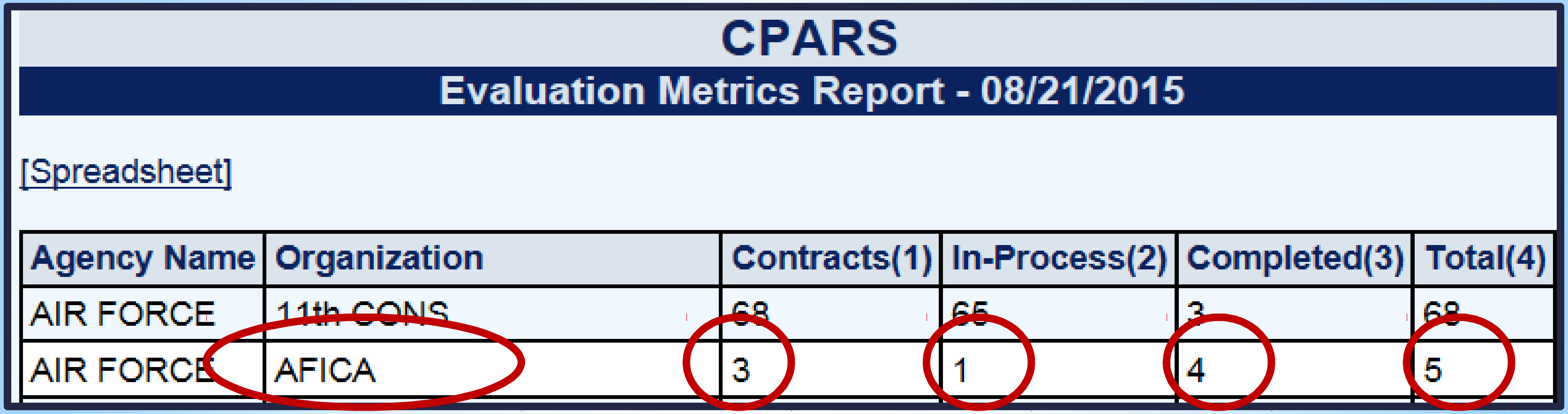
✓Contracts
  - Number of Individual Contracts for an Organization in CPARS, Including Those in the CPARS Archives
  - Each Individual Contract May Have Multiple Evals

✓In Process
  - Total Evals for an Organization that have at Least Been Initiated but are Not Yet Completed

✓Completed
  - Total Evals for an Organization that Reached the Completed Status , Including Those in the CPARS Archived

✓Total
  - Total Evals for an Organization at All Status Levels, Including Those in CPARS Archives
  - There may be More Total Evals than Contracts Because Each Contract May Have Multiple Evals

Sample Evaluation Metrics Report



CPARS

Evaluation Metrics Report - 08/21/2015

[Spreadsheet]

Agency Name	Organization	Contracts(1)	In-Process(2)	Completed(3)	Total(4)
AIR FORCE	11th CONS	68	65	3	68
AIR FORCE	AFICA	3	1	4	5

Organization **AFICA** has 3 individual contract numbers in CPARS, including the archives. Under these 3 contract numbers, there is 1 eval which is currently not completed and 4 which are completed, for a total of 5 evals, including those in the archives. While there are only a total of 3 individual contract numbers that are at least registered in CPARS, there are a total of 5 evals, meaning that some contracts have multiple evals against them.

Ratings Metrics Report

Common Uses for the Ratings Metrics Report

- ✓ Determine How an Agency's or Organization's Contractors are Generally Performing
- ✓ Determine Trends in Ratings Given by an Agency's or Organization's AOs
- ✓ Determine Which Evaluation Areas are Evaluated Most Frequently Within an Agency or Organization

Rating Metrics Report Characteristics

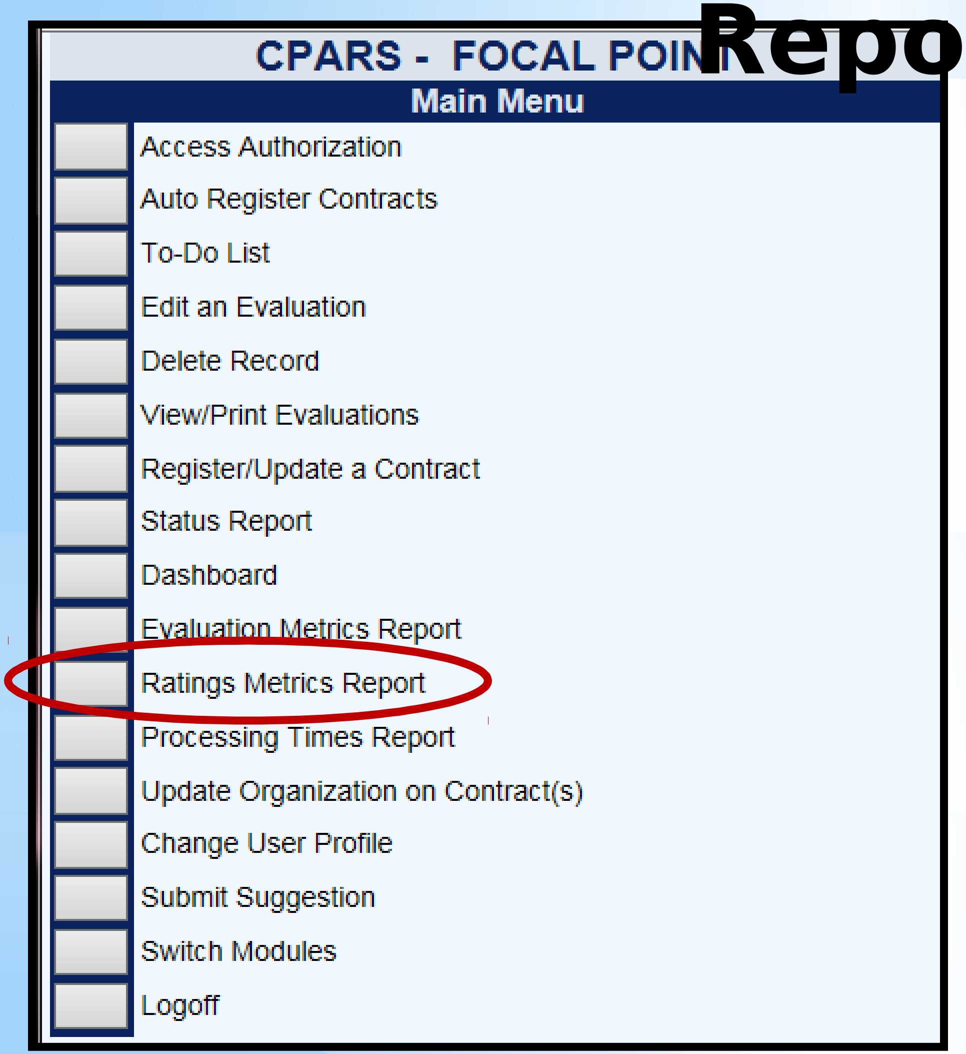
- ✓DPOC: Displays All Ratings for Completed Evals for Entire Agency
  - Example: DHS DPOC Sees All DHS Records
  - Only Includes Evals Completed On or After July 1, 2014
  - Does Not Include Archives
- ✓APOC: Displays All Ratings for Completed Evals for Organizations to Which APOC is Assigned
  - Example: APOC Assigned to DHS ICE CR Only Sees Evals With an Organization of DHS ICE CR
  - Only Includes Evals Completed On or After July 1, 2014
  - Does Not Include Archives

Ratings Metrics Report Characteristics

✓ FP/AFP: Displays All Ratings for Completed Evals to Which the FP/AFP is Assigned

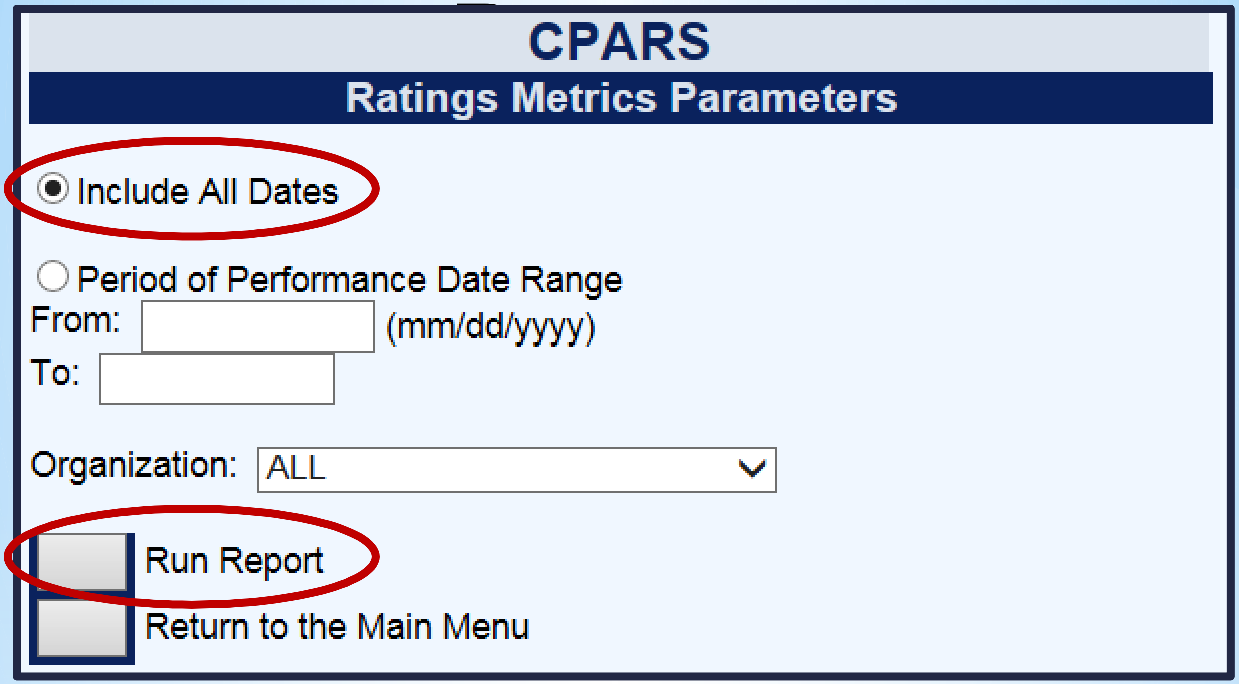
- Only Includes Evals Completed On or After July 1, 2014
- Does Not Include Archives

Running the Ratings Metrics Report


CPARS - FOCAL POINT
Main Menu
Access Authorization
Auto Register Contracts
To-Do List
Edit an Evaluation
Delete Record
View/Print Evaluations
Register/Update a Contract
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Update Organization on Contract(s)
Change User Profile
Submit Suggestion
Switch Modules
Logoff

At Main Menu, select Ratings Metrics Report

Running the Ratings Metrics



CPARS

Ratings Metrics Parameters

● Include All Dates

○ Period of Performance Date Range

From: (mm/dd/yyyy)

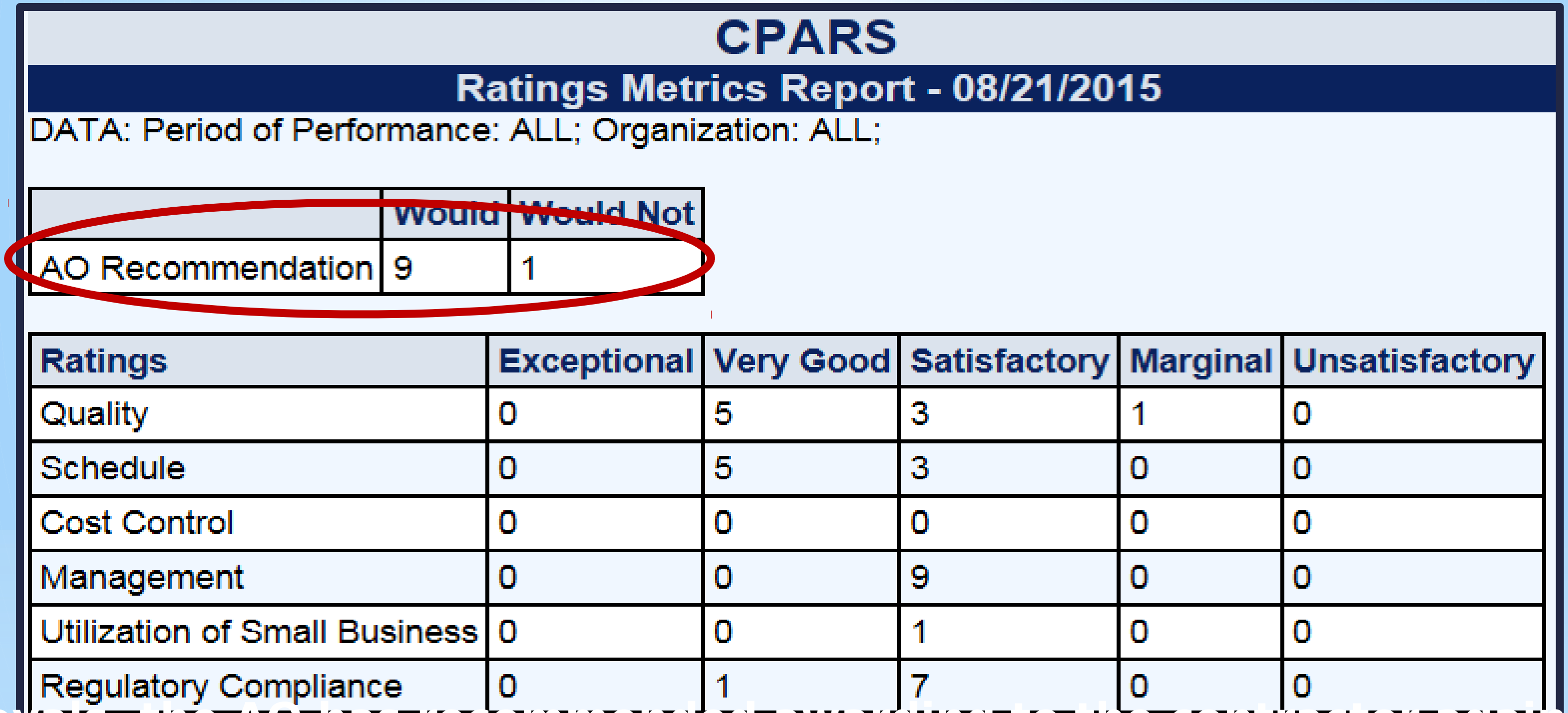
To:

Organization: ALL

DPOC: May include all completed evals or limit by Date Range, Organization, or FP.

APOC, FP/AFP: May include all completed evals or limit by Date Range or Organization.

Running the Ratings Metrics



CPARS

Ratings Metrics Report - 08/21/2015

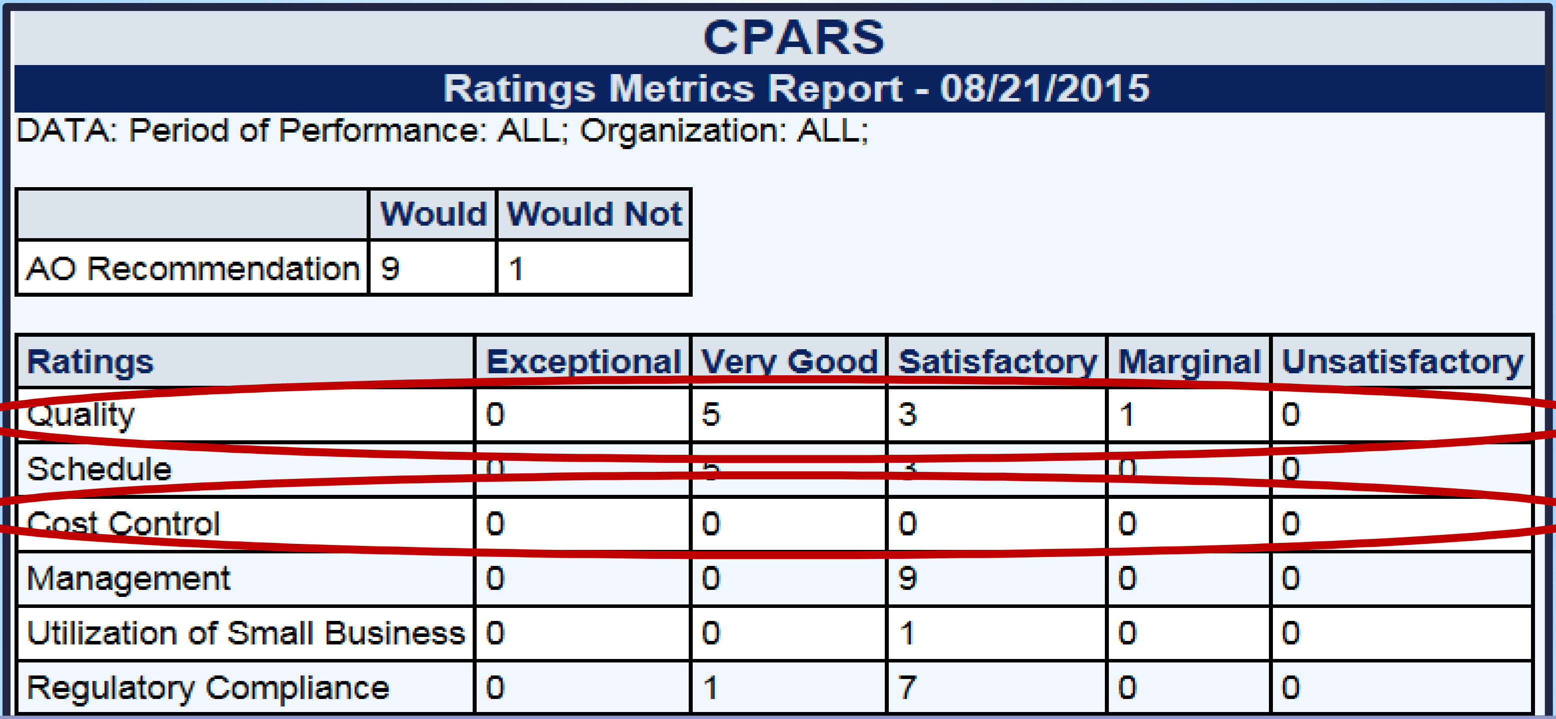
DATA: Period of Performance: ALL; Organization: ALL;

	Would	Would Not
AO Recommendation	9	1

Ratings	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Quality	0	5	3	1	0
Schedule	0	5	3	0	0
Cost Control	0	0	0	0	0
Management	0	0	9	0	0
Utilization of Small Business	0	0	1	0	0
Regulatory Compliance	0	1	7	0	0

On 9 evals, the AO has recommended awarding to the contractor again. On 1 eval, the AO would not recommend awarding to the contractor again. Every eval requires an AO recommendation, so you can determine the total number of evals included in the report by adding up the Would and Would Not columns. In this case, 9 in the Would column and 1 in the Would Not column indicates that the report included 10 evals. Note that the total number of evals included on the Ratings Metrics Report, will differ from the total number of completed evals included on the Status Report because the Ratings Metrics Report only includes evals completed on or after July 1 2014

Running the Ratings Metrics



CPARS

Ratings Metrics Report - 08/21/2015

DATA: Period of Performance: ALL; Organization: ALL;

	Would	Would Not
AO Recommendation	9	1

Ratings	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Quality	0	5	3	1	0
Schedule	0	5	3	0	0
Cost Control	0	0	0	0	0
Management	0	0	9	0	0
Utilization of Small Business	0	0	1	0	0
Regulatory Compliance	0	1	7	0	0

In the Quality eval area, there are ratings of Very Good on 5 evals, Satisfactory on 3 evals, Mariginal on 1 eval and no ratings of Exceptional or Unsatisfactory on any evals. Notice that the sum of the ratings for an individual eval area does not necessarily add up to the total of 10 evals covered by this report. For instance, the sum of the ratings of the Cost Control ratings is 0, indicating that Cost Control has been rated on 0 of the 10 evals. This may occur because the Cost Control eval area is not necessarily relevant to all contracts covered by the report, such as those that are Firm Fixed Price.

Processing Times Report

Common Uses for the Processing Times Report

- ✓Determine Average Eval Processing Times for an Organization or Focal Point on a Monthly Basis
- ✓Determine Increases or Decreases in Processing Times Over Time
- ✓Identify Whether the Majority of Evals are Completed Within the 120 Day Requirement
- ✓Identify Contracts/Orders Where Evals Took the Greatest Processing Time
- ✓Identify Which Stage of the Eval Typically Takes the Greatest Processing Time in Order to Reduce Bottlenecks

Processing Times Report Characteristics

✓DPOC: Displays Processing Times for Completed Evals for Entire Agency

  - Example: HHS DPOC Sees All HHS Records
  - Only Includes Evals Completed Within Last 12 Months
  - Does NOT Include Evals Completed Within Current Month
  - Does NOT Include Archives

✓APOC: Displays Processing Times for Completed Evals for Organizations to Which APOC is Assigned

  - Example: APOC Assigned to NIH CC Only Sees Evals With an Organization of NIH CC
  - Only Includes Evals Completed Within Last 12 Months
  - Does NOT Include Evals Completed Within Current Month
  - Does NOT Include Archives

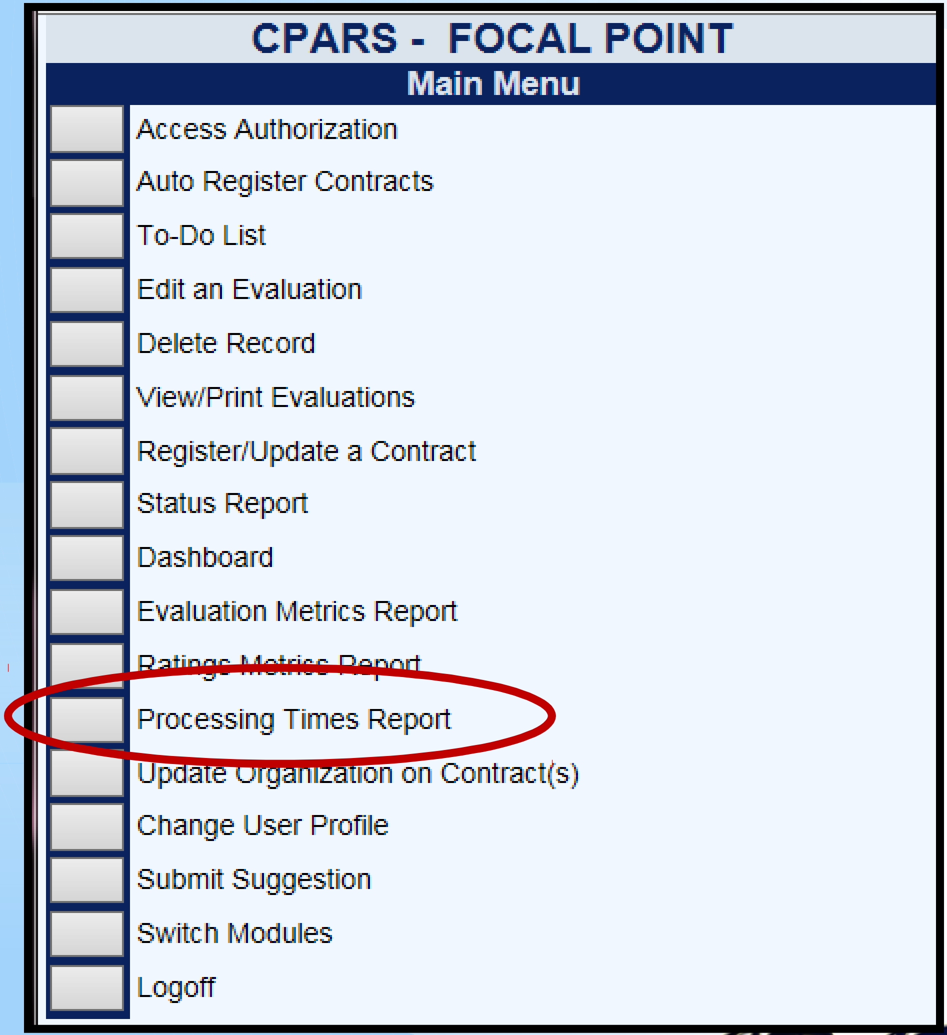
Processing Times Report Characteristics

✓ FP/AFP: Displays Processing Times for Completed Evals to Which the FP/AFP is Assigned

- Only Includes Evals Completed Within Last 12 Months
- Does NOT Include Evals Completed Within Current Month
- Does NOT Include Archives

CPARS
Contractor Performance Assessment Reporting System

Running Processing Times Report



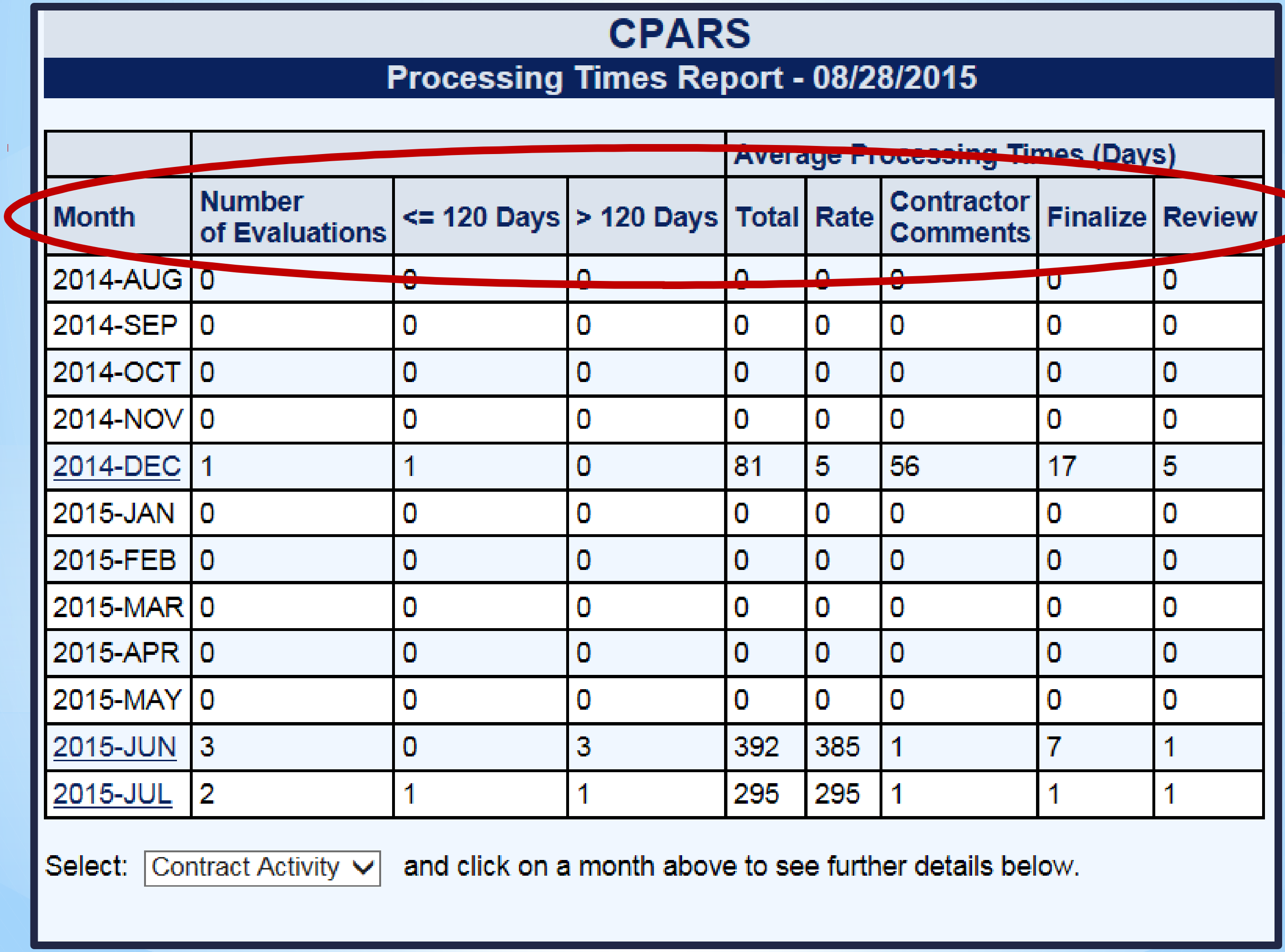
CPARS - FOCAL POINT

Main Menu

- ☐ Access Authorization
- ☐ Auto Register Contracts
- ☐ To-Do List
- ☐ Edit an Evaluation
- ☐ Delete Record
- ☐ View/Print Evaluations
- ☐ Register/Update a Contract
- ☐ Status Report
- ☐ Dashboard
- ☐ Evaluation Metrics Report
- ☐ Ratings Metrics Report
- ☐ Processing Times Report
- ☐ Update Organization on Contract(s)
- ☐ Change User Profile
- ☐ Submit Suggestion
- ☐ Switch Modules
- ☐ Logoff

At Main Menu, select Processing Times Report

Running Processing Times Report



CPARS

Processing Times Report - 08/28/2015

				Average Processing Times (Days)				
Month	Number of Evaluations	<= 120 Days	> 120 Days	Total	Rate	Contractor Comments	Finalize	Review
2014-AUG	0	0	0	0	0	0	0	0
2014-SEP	0	0	0	0	0	0	0	0
2014-OCT	0	0	0	0	0	0	0	0
2014-NOV	0	0	0	0	0	0	0	0
2014-DEC	1	1	0	81	5	56	17	5
2015-JAN	0	0	0	0	0	0	0	0
2015-FEB	0	0	0	0	0	0	0	0
2015-MAR	0	0	0	0	0	0	0	0
2015-APR	0	0	0	0	0	0	0	0
2015-MAY	0	0	0	0	0	0	0	0
2015-JUN	3	0	3	392	385	1	7	1
2015-JUL	2	1	1	295	295	1	1	1

Select: Contract Activity and click on a month above to see further details below.

Columns on the Processing Times Report

- ✓Month
  - Evals Included Under Month Closed by AO or RO
  - Note: If a completed eval is updated by a CPARS Help Desk Administrator, the eval will be included under the month that it was modified by the Help Desk.
- ✓Number of Evaluations
  - Total Number of Evals Closed During Specific Month
- ✓<=120 Days
  - Total Number of Evals Closed in 120 Days or Less for Specific Month
  - (The day the eval was closed by AO or RO) minus (the Period of Performance End Date + 1 Day) must be less than or equal to 120 days.
- ✓>120 Days
  - Total Number of Evals Closed in More than 120 Days for Specific Month
  - (The day the eval was closed by AO or RO) minus (the Period of Performance End Date + 1 Day) must be greater than 120 days.

Processing Time Calculation Example

- ✓ Period of Performance End Date: 01/01/2015
- ✓ Processing Time Begins Calculating on Period of Performance End Date + 1 Day: 01/02/2015
- ✓ Eval Closed by AO or RO on: 03/31/2015
- ✓ Processing Time Calculated as (Date Eval Closed) Minus (Period of Performance End Date + 1 Day): 03/31/2015 – 01/02/2015
- ✓ Total Processing Time: 89 Days
- ✓ Total Processing Time is Less Than 120 Days

Columns on the Processing Times Report

✓Average Processing Times (Days)

- Total Days of Processing Time During Month Divided by Total Evals Completed During Month
- Note: The smallest unit of measure of processing time is 1 day. CPARS rounds partial days of processing time up to the nearest full day.
- Example: An eval was Rated, received Contractor Comments, was Finalized and was Reviewed all in the same day. The Total processing times for the individual steps of Rate, Contractor Comments, Finalize and Review will each show as 1 day, because the partial day taken for each step is rounded to the nearest full day for each step.

✓Total

- Number of Days to Complete the Eval
- Calculated as (Date Eval Closed by AO or RO) minus (Period of Performance End Date +1 Day)

Columns on the Processing Times Report

✓ Rate

- Number of Days for AO to Send Eval to CR
- Calculated as (Date AO Signed Eval and Sent to CR) Minus (Period of Performance End Date +1 Day)

✓ Contractor Comments

- Number of Days for CR to Provide Comments and Return Eval to AO or Number of Days for CR Comment Period to Expire if No CR Comments
- Calculated as (Date CR Signed Eval and Sent to AO) Minus (Date AO Signed Eval and Sent to CR +1 Day)

OR

- Calculated as (Date CR Comments Period Expired) Minus (Date AO Signed Eval and Sent to CR + 1 Day) (Note: Will always be 60 days in this case.)

Columns on the Processing Times Report

✓Finalize

- Number of Days for AO to Either Close Eval or Send to RO
- Calculated as (Date AO Closed Eval) Minus (Date Eval Returned to AO From CR + 1 Day) (Note: Either CR signed and returned eval or CR comment period expired.)

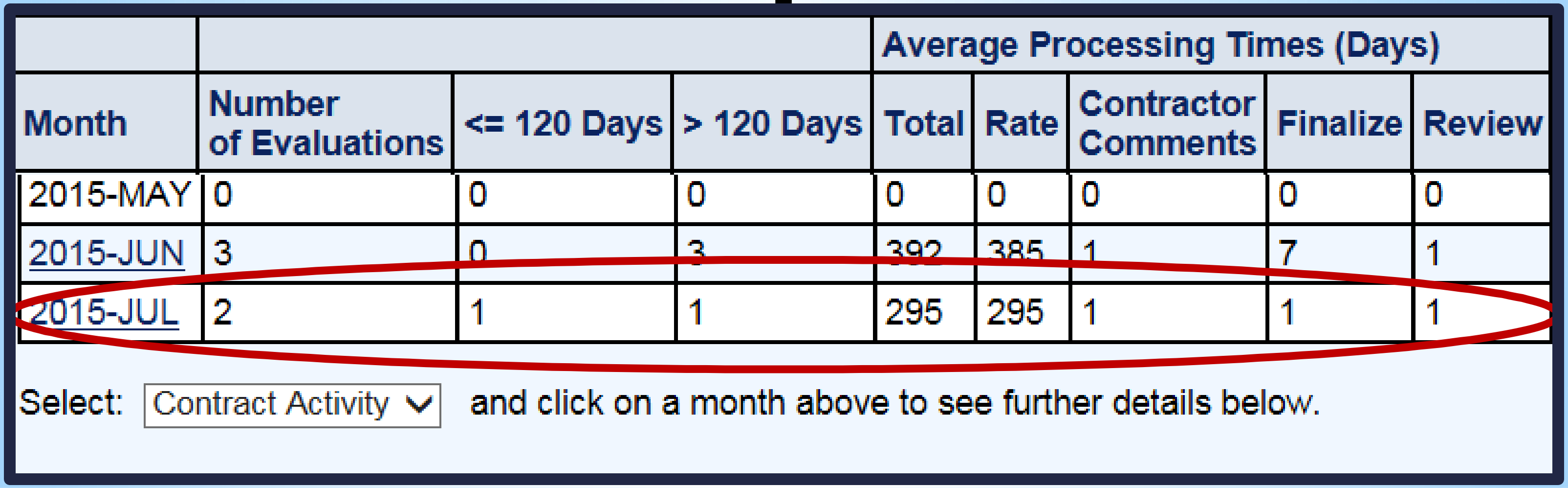
OR

- Calculated as (Date AO Sent Eval to RO) Minus (Date Eval Returned to AO From CR + 1 Day) (Note: Either CR signed and returned eval or CR comment period expired.)

✓Review

- Number of Days for RO to Close Eval
- Calculated as (Date RO Closed Eval) Minus (Date AO Sent Eval to RO + 1 Day)

Sample Processing Times Report

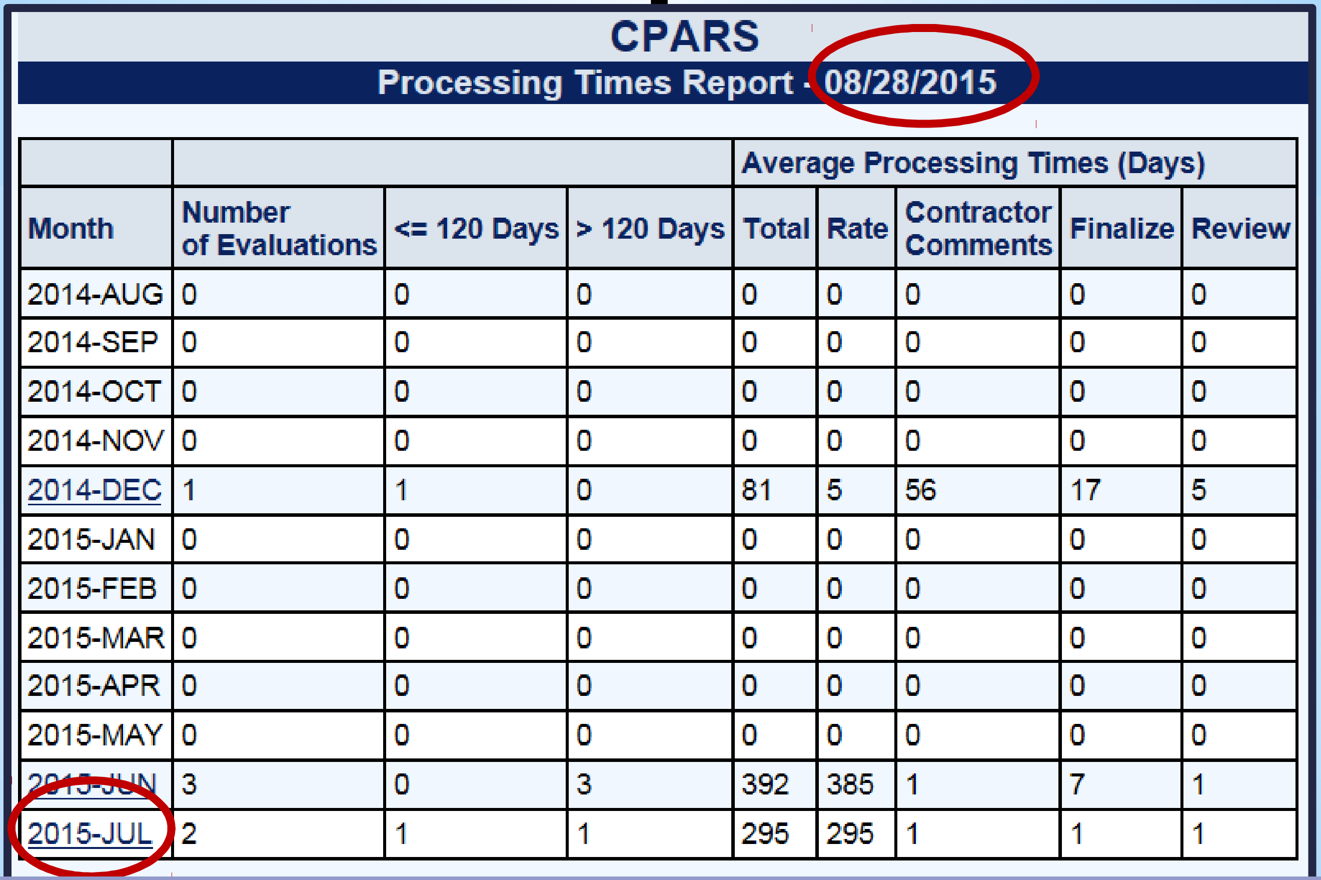


				Average Processing Times (Days)				
Month	Number of Evaluations	<= 120 Days	> 120 Days	Total	Rate	Contractor Comments	Finalize	Review
2015-MAY	0	0	0	0	0	0	0	0
2015-JUN	3	0	3	392	385	1	7	1
2015-JUL	2	1	1	295	295	1	1	1

Select: Contract Activity ▾ and click on a month above to see further details below.

During July 2015, a total of 2 evals were completed. 1 of those evals was completed in 120 calendar days or less and 1 was completed in over 120 calendar days. On average. It took 295 days for the AO to process an eval to completion during July 2015. On average it took 295 days for the AO to send the eval to the CR, 1 day for the CR to provide comments, 1 day for the AO to either close the eval or send the eval to the RO and 1 day for the RO to close the eval. Notice that the sum of the average days in the columns for Rate (295), Contractor Comments (1), Finalize (1), and Review (1) adds up to a total of 298 days. This is because partial days in the Rate, Contractor Comments, finalize and review columns were rounded up to the next full day.

Sample Processing Times Report



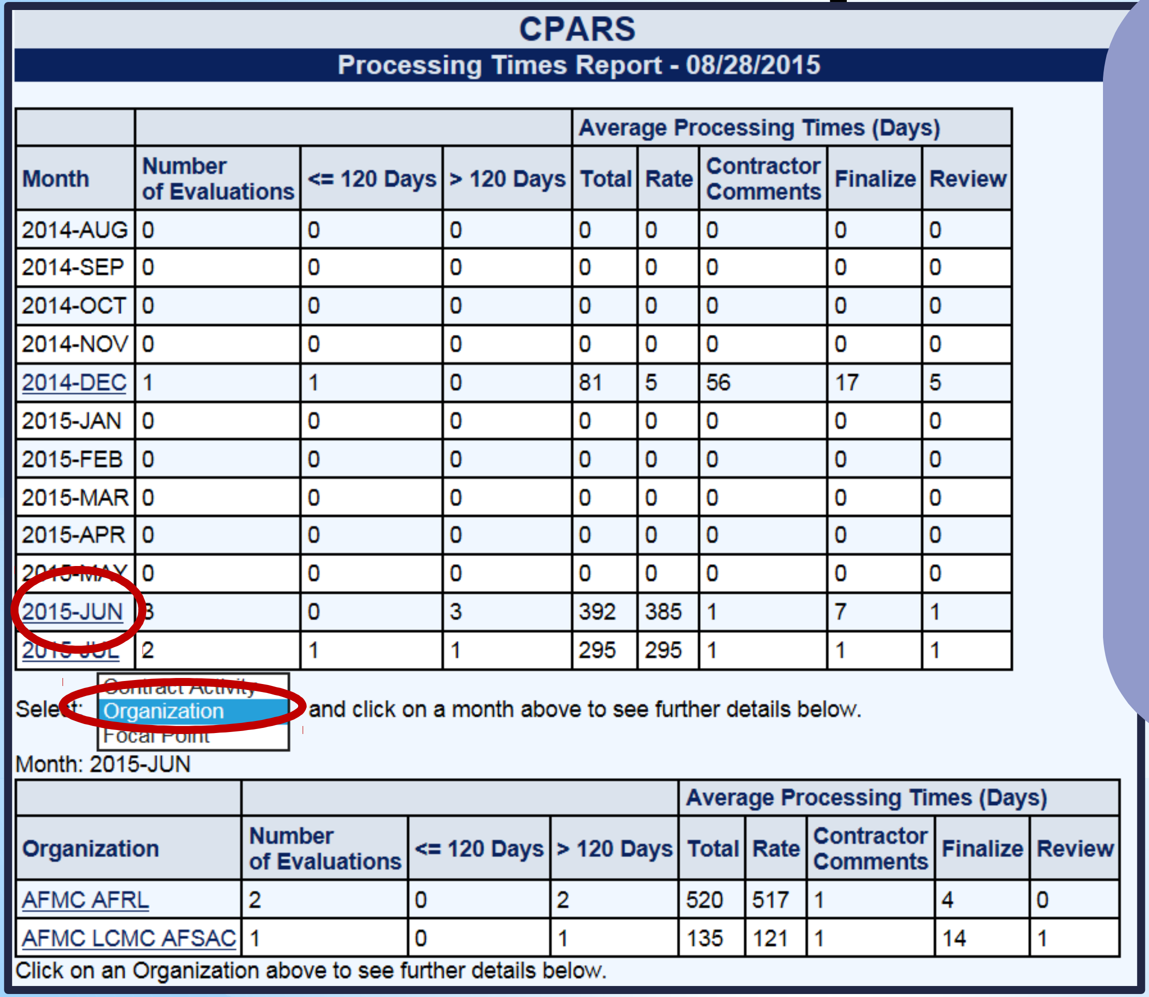
CPARS

Processing Times Report - 08/28/2015

				Average Processing Times (Days)				
Month	**Number of Evaluations**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
2014-AUG	0	0	0	0	0	0	0	0
2014-SEP	0	0	0	0	0	0	0	0
2014-OCT	0	0	0	0	0	0	0	0
2014-NOV	0	0	0	0	0	0	0	0
2014-DEC	1	1	0	81	5	56	17	5
2015-JAN	0	0	0	0	0	0	0	0
2015-FEB	0	0	0	0	0	0	0	0
2015-MAR	0	0	0	0	0	0	0	0
2015-APR	0	0	0	0	0	0	0	0
2015-MAY	0	0	0	0	0	0	0	0
2015-JUN	3	0	3	392	385	1	7	1
2015-JUL	2	1	1	295	295	1	1	1

This report was run on August 28, 2015 as indicated at the top of the screen. Notice that the report only includes completed evals through July 2015. The evals completed during August 2015 will not be visible on the report until the following month which begins September 1, 2015.

Sample Processing Times Report



CPARS

Processing Times Report - 08/28/2015

				Average Processing Times (Days)				
Month	**Number of Evaluations**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
2014-AUG	0	0	0	0	0	0	0	0
2014-SEP	0	0	0	0	0	0	0	0
2014-OCT	0	0	0	0	0	0	0	0
2014-NOV	0	0	0	0	0	0	0	0
2014-DEC	1	1	0	81	5	56	17	5
2015-JAN	0	0	0	0	0	0	0	0
2015-FEB	0	0	0	0	0	0	0	0
2015-MAR	0	0	0	0	0	0	0	0
2015-APR	0	0	0	0	0	0	0	0
2015-MAY	0	0	0	0	0	0	0	0
2015-JUN	3	0	3	392	385	1	7	1
2015-JUL	2	1	1	295	295	1	1	1

Select: Contract Activity / Organization / Focal Point and click on a month above to see further details below.

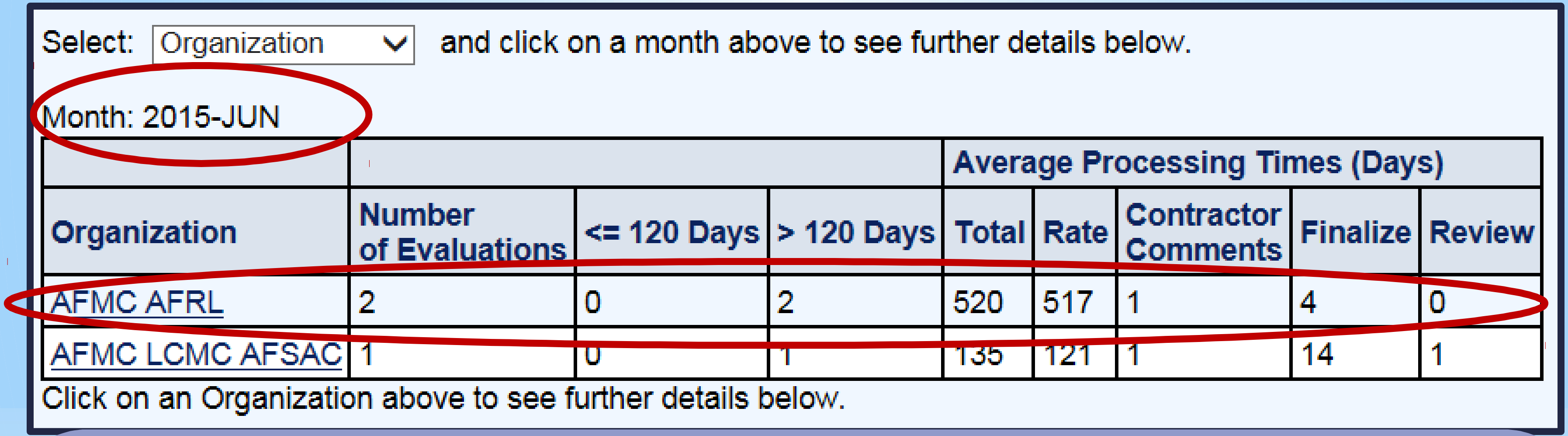
Month: 2015-JUN

				Average Processing Times (Days)				
Organization	**Number of Evaluations**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
AFMC AFRL	2	0	2	520	517	1	4	0
AFMC LCMC AFSAC	1	0	1	135	121	1	14	1

Click on an Organization above to see further details below.

Click on the year and month to view the detailed report for that month. You can view the report broken out by Contract Activity (first 6 characters of the contract number), Organization, or Focal Point. This example shows processing times for June 2015 broken out by Organization

Sample Processing Times Report



Select: Organization and click on a month above to see further details below.

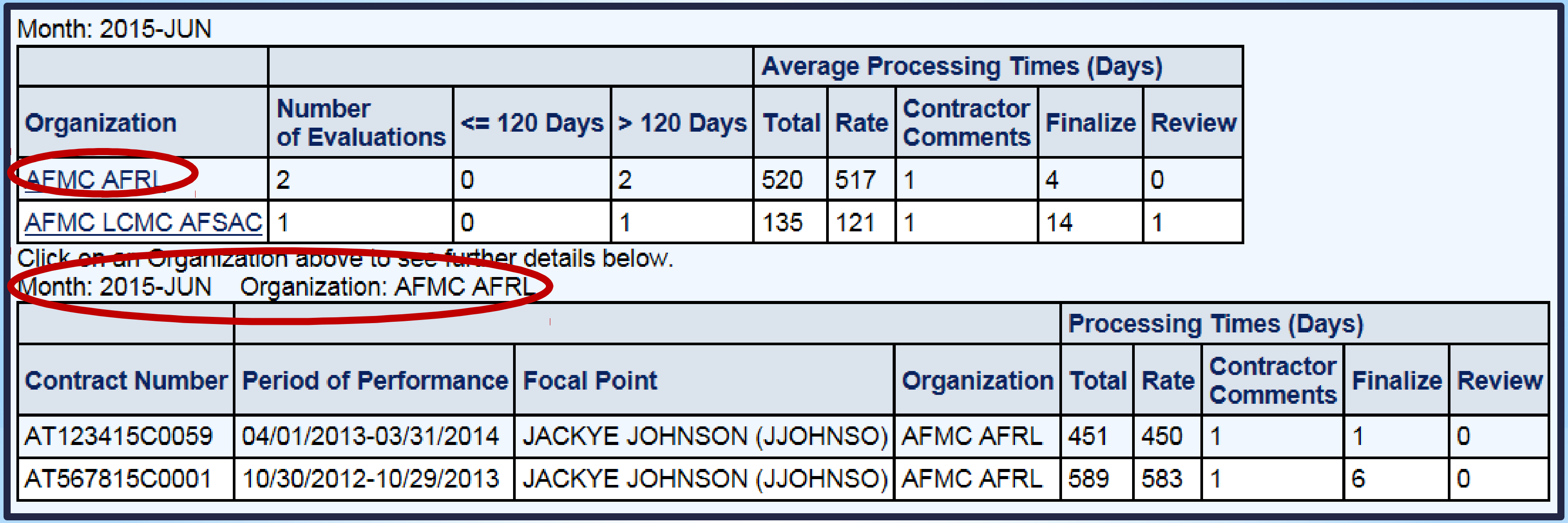
Month: 2015-JUN

				Average Processing Times (Days)				
Organization	Number of Evaluations	<= 120 Days	> 120 Days	Total	Rate	Contractor Comments	Finalize	Review
AFMC AFRL	2	0	2	520	517	1	4	0
AFMC LCMC AFSAC	1	0	1	135	121	1	14	1

Click on an Organization above to see further details below.

During June 2015, Organization **AFMC AFRL** completed a total of 2 evals. Both of these evals were not completed within the 120 days. On average, it took 520 days to process an eval to completion during June 2015. On average, it took 517 days for the AO to send the eval to the CR, 1 day for the CR to provide comments, 4 days for the AO to either close the eval or send it to the RO, and the RO did not close any evals this month. Notice that sum of the average days in the columns for Rate (517), Contractor Comments (1), Finalize (4), and Review (0) adds up to a total of 522 days. This is because partial days in the Rate, Contractor Comments, Finalize and Review columns were rounded up to the next full day.

Sample Processing Times Report



Month: 2015-JUN

				Average Processing Times (Days)				
Organization	**Number of Evaluations**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
AFMC AFRL	2	0	2	520	517	1	4	0
AFMC LCMC AFSAC	1	0	1	135	121	1	14	1

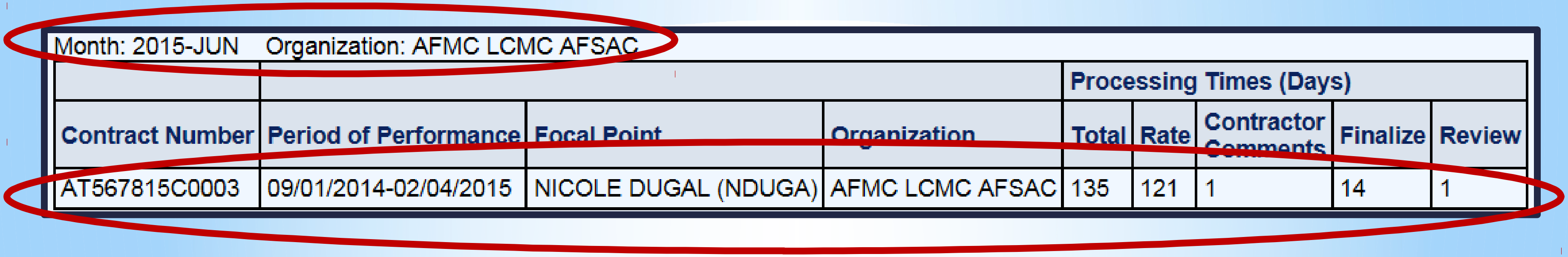
Click on an Organization above to see further details below.

Month: 2015-JUN Organization: AFMC AFRL

				Processing Times (Days)				
Contract Number	**Period of Performance**	**Focal Point**	**Organization**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
AT123415C0059	04/01/2013-03/31/2014	JACKYE JOHNSON (JJOHNSO)	AFMC AFRL	451	450	1	1	0
AT567815C0001	10/30/2012-10/29/2013	JACKYE JOHNSON (JJOHNSO)	AFMC AFRL	589	583	1	6	0

Click on an Organization to view the individual contract numbers and order numbers that contributed to that month's processing times. This example shows processing times for contracts/orders for Organization AFMC AFRI during June 2015.

Sample Processing Times Report

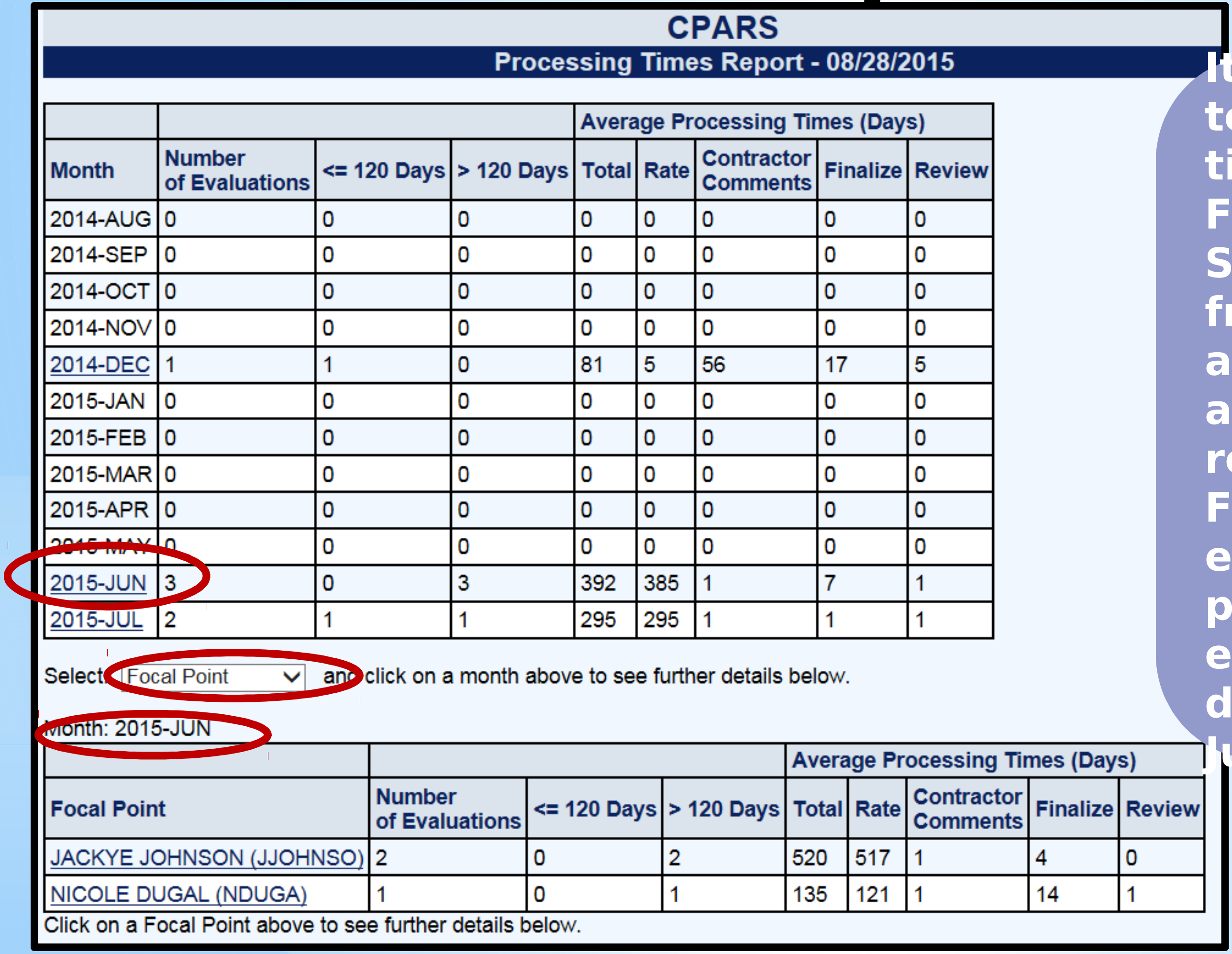


Month: 2015-JUN Organization: AFMC LCMC AFSAC

				Processing Times (Days)				
Contract Number	Period of Performance	Focal Point	Organization	Total	Rate	Contractor Comments	Finalize	Review
AT567815C0003	09/01/2014-02/04/2015	NICOLE DUGAL (NDUGA)	AFMC LCMC AFSAC	135	121	1	14	1

During June 2015, Organization **AFMC LCMC AFSAC** completed an eval for Contract Number AT567815C0003 for the Period of Performance 09/01/2014-02/04/2015. The Focal Point for this eval is Nicole Dugal. It took a total of 135 days to process this eval. It took 121 days for the AO to send the eval to the CR, 1 day for the CR to provide comments, 14 days for the AO to either close the eval or send the eval to the RO and 1 day for the RO to close the eval. Numbers in the Rate, Contractor Comments, Finalize and Review columns are rounded up to the nearest full day. Note that the numbers in this detailed report are actual processing times for this eval, as opposed to averages.

Sample Processing Times Report



CPARS

Processing Times Report - 08/28/2015

				Average Processing Times (Days)				
Month	Number of Evaluations	<= 120 Days	> 120 Days	Total	Rate	Contractor Comments	Finalize	Review
2014-AUG	0	0	0	0	0	0	0	0
2014-SEP	0	0	0	0	0	0	0	0
2014-OCT	0	0	0	0	0	0	0	0
2014-NOV	0	0	0	0	0	0	0	0
2014-DEC	1	1	0	81	5	56	17	5
2015-JAN	0	0	0	0	0	0	0	0
2015-FEB	0	0	0	0	0	0	0	0
2015-MAR	0	0	0	0	0	0	0	0
2015-APR	0	0	0	0	0	0	0	0
2015-MAY	0	0	0	0	0	0	0	0
2015-JUN	3	0	3	392	385	1	7	1
2015-JUL	2	1	1	295	295	1	1	1

Select: Focal Point and click on a month above to see further details below.

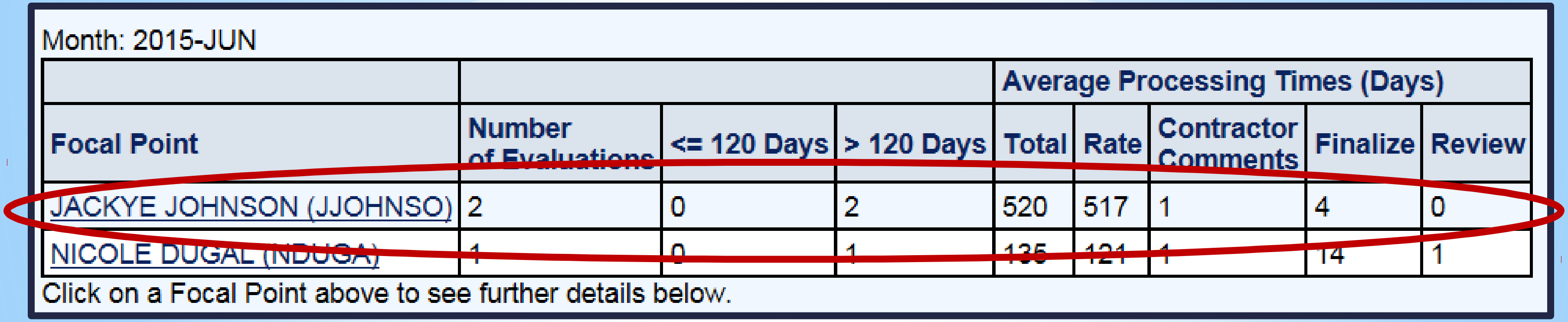
Month: 2015-JUN

				Average Processing Times (Days)				
Focal Point	Number of Evaluations	<= 120 Days	> 120 Days	Total	Rate	Contractor Comments	Finalize	Review
JACKYE JOHNSON (JJOHNSO)	2	0	2	520	517	1	4	0
NICOLE DUGAL (NDUGA)	1	0	1	135	121	1	14	1

Click on a Focal Point above to see further details below.

It may also be useful to view processing times at the individual Focal Point level. Select Focal Point from the dropdown list and click on a Year and Month to view the report broken out by Focal Point. This example shows processing times for each Focal Point during the month of June 2015.

Sample Processing Times Report



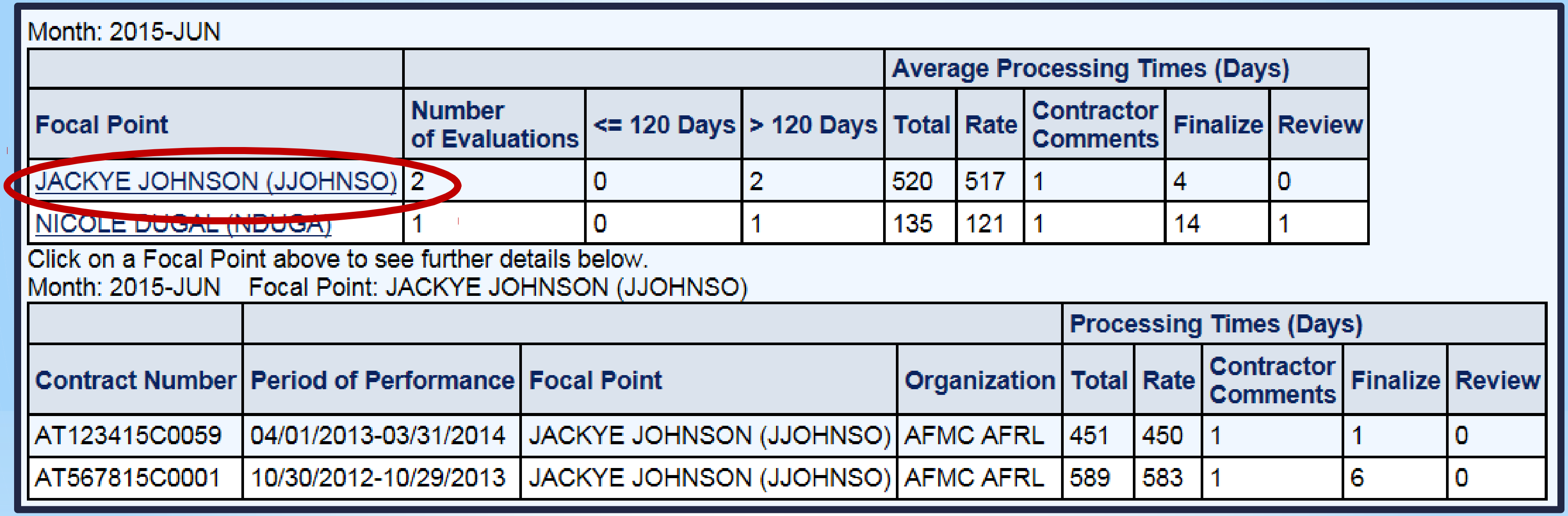
Month: 2015-JUN

				Average Processing Times (Days)				
Focal Point	**Number of Evaluations**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
JACKYE JOHNSON (JJOHNSO)	2	0	2	520	517	1	4	0
NICOLE DUGAL (NDUGA)	1	0	1	135	121	1	14	1

Click on a Focal Point above to see further details below.

During June 2015, Focal Point Jackye Johnson’s users completed a total of 2 evaluations. Both of these evals were completed in greater than 120 days. On average, it took Jackye’s users 520 days to process an eval through to completion. The longest processing times for Jackye’s users occurred at the Rate stage, with the AO taking an average of 517 days to send the eval to the CR after the Period of Performance was complete

Sample Processing Times Report



Month: 2015-JUN

				Average Processing Times (Days)				
Focal Point	**Number of Evaluations**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
JACKYE JOHNSON (JJOHNSO)	2	0	2	520	517	1	4	0
NICOLE DUGAL (NDUGA)	1	0	1	135	121	1	14	1

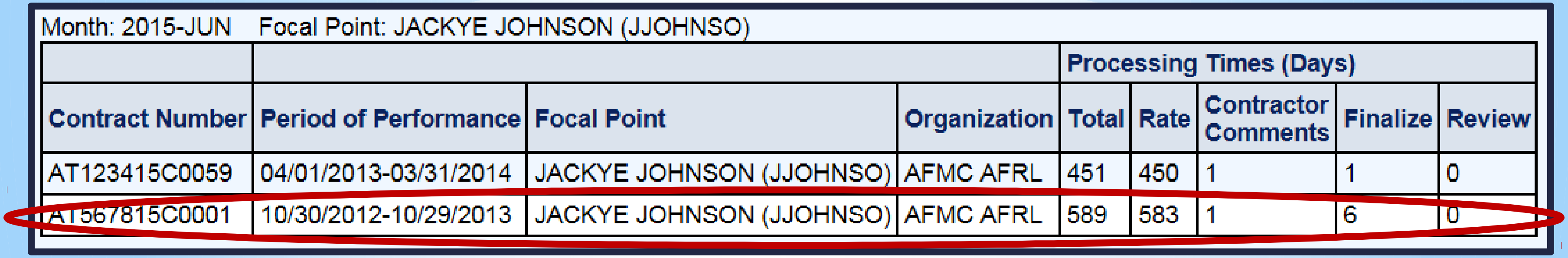
Click on a Focal Point above to see further details below.

Month: 2015-JUN Focal Point: JACKYE JOHNSON (JJOHNSO)

				Processing Times (Days)				
Contract Number	**Period of Performance**	**Focal Point**	**Organization**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
AT123415C0059	04/01/2013-03/31/2014	JACKYE JOHNSON (JJOHNSO)	AFMC AFRL	451	450	1	1	0
AT567815C0001	10/30/2012-10/29/2013	JACKYE JOHNSON (JJOHNSO)	AFMC AFRL	589	583	1	6	0

Click on a Focal Point's name to view the individual contracts and orders which contributed to their processing times for the month. In this example, Focal Point Jackye Johnson's contracts/orders are displayed.

Sample Processing Times Report



Month: 2015-JUN Focal Point: JACKYE JOHNSON (JJOHNSO)

				Processing Times (Days)				
Contract Number	Period of Performance	Focal Point	Organization	Total	Rate	Contractor Comments	Finalize	Review
AT123415C0059	04/01/2013-03/31/2014	JACKYE JOHNSON (JJOHNSO)	AFMC AFRL	451	450	1	1	0
AT567815C0001	10/30/2012-10/29/2013	JACKYE JOHNSON (JJOHNSO)	AFMC AFRL	589	583	1	6	0

Focal Point Jackye Johnson's processing times are so high because her users took 589 days to complete the eval for Contract Number AT567815C0001, for period of performance 10/30/2012-10/29/2013. The majority of the processing time occurred during the Rate stage, where the AO took 583 days to send the eval to the CR after the Period of Performance was complete. If you would like to view the point of contact information for the AO on this contract in order to inquire as to the circumstances surrounding the delay, you could run the Status Report for this contract/order to determine the name, phone number, and email address of the AO

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- ✓Customer Support Desk
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  - System Logon
  - Guidance for CPARS Document
  - User Manual
  - Training Information
  - Quality Checklist
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